MY WORKPLACE
MY BIZ

CMSgt Scott Miller
Human Resource Specialist (Info Sys)

- My Biz – All Technicians have a My Biz account. Think of it as “My Pay” for Personnel actions.
- My Workplace – All Supervisors will have a My Workplace account. Only those Supervisors that have Technicians as subordinates will need to access the My Workplace Application.

Defense Civilian Personnel Data System (DCPDS)Portal at site: https://compo.dcpds.cpms.osd.mil

You can only be access My Biz / My Workplace from a .mil computer

Always use your work email address

When registering remember:

EMPLOYEE ID/USER ID WILL ALWAYS BE YOUR SSN WITH ***HYPHENS***

EXAMPLE: 555-55-5555

MY WORKPLACE

My workplace provides the supervisor the ability to access their employees' personnel-related information. Such as position and assignment data, personnel actions, suspense actions and performance plans.

MY BIZ

- Provides the technician the ability to access their personnel data and the also change/update certain data items such as;
- Work Information
- Training and Education
- US Fed Language
- US Fed Ethnicity and Race Category
- Emergency Contact Information

My Biz and My Workplace are the tools used to access the new Performance Appraisal Application

QUESTIONS?

Technician Performance Appraisal Application (PAA)

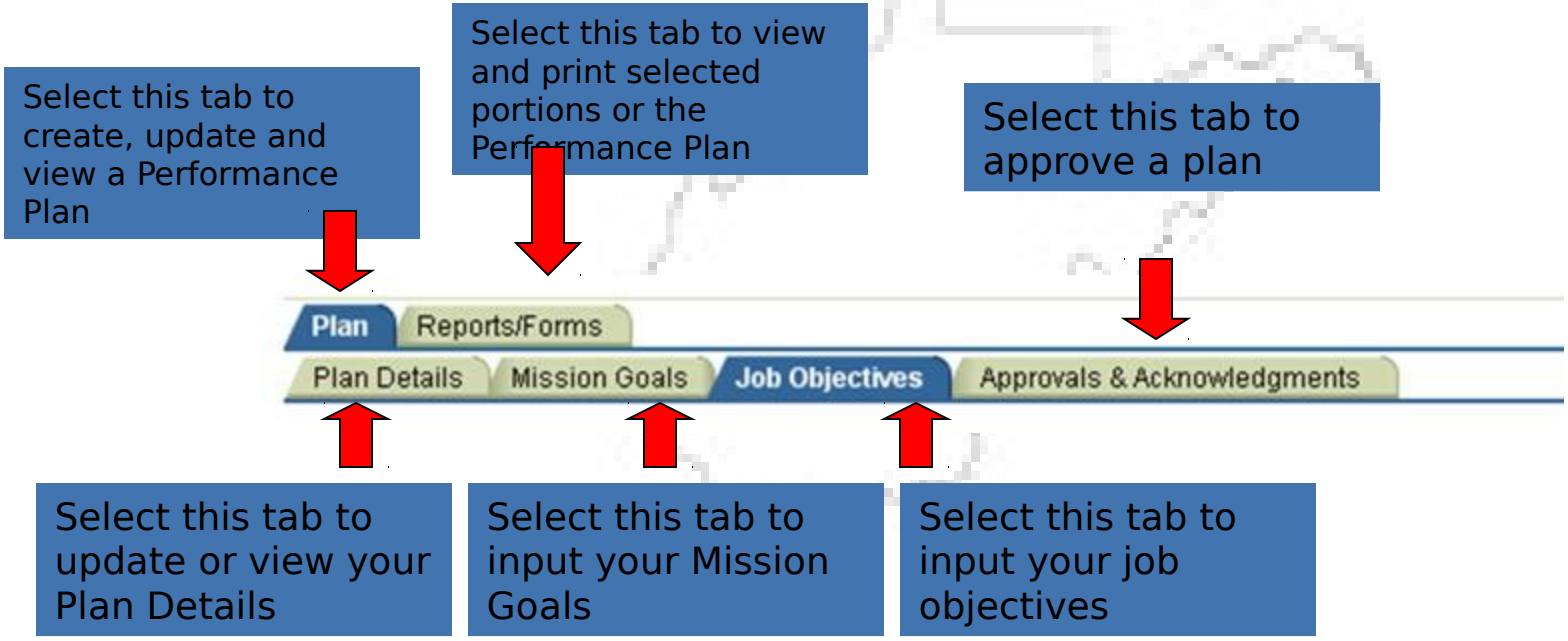
Overview

This Overview focuses on:

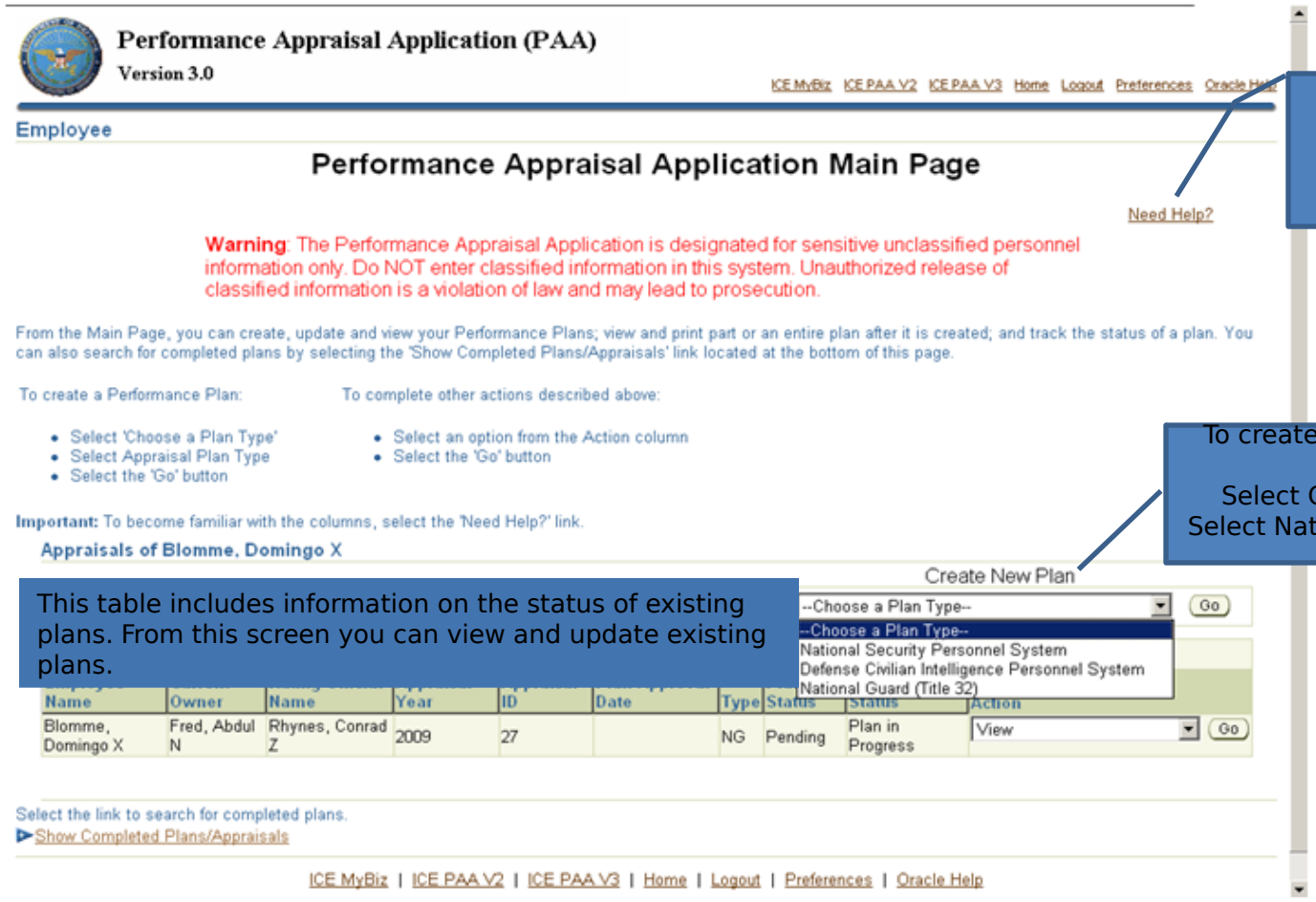
- Establishing and approving the Performance Plan, Interim Review and Appraisal from within the National Guard Performance Appraisal Application
  - The Employee creates the Performance Plan
  - The Rating Official reviews and approves the Performance Plan
  - The Rating Official transfers to the Higher Level Reviewer for approval
  - The Employee creates an Interim Review
  - The Rating Official reviews and approves the Interim Review
  - The Employee creates a Self Assessment
  - The Rating Official reviews, approves, and rates the employee
  - The Rating Official documents communication to the employee of the rating

Tab Interface

Tabs guide you through the process. The tabs are the same for employees, Rating Officials and Higher Level Reviewers. Below are the primary tabs.


Select this tab to create, update and view a Performance Plan
Select this tab to view and print selected portions or the Performance Plan
Select this tab to approve a plan
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Select this tab to update or view your Plan Details
Select this tab to input your Mission Goals
Select this tab to input your job objectives

Establishing a Performance Plan - Employee


Performance Appraisal Application (PAA)
Version 3.0
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences Oracle Help
Employee
Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select Appraisal Plan Type
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Appraisals of Blomme, Domingo X
Create New Plan
--Choose a Plan Type--
Go
--Choose a Plan Type--
National Security Personnel System
Defense Civilian Intelligence Personnel System
National Guard (Title 32)
Name Owner Name Year ID Date Type Status Status Action
Blomme, Domingo X
Fred, Abdul N
Rhynes, Conrad Z
2009
27
NG
Pending
Plan in Progress
View
Go
Select the link to search for completed plans.
Show Completed Plans/Appraisals
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

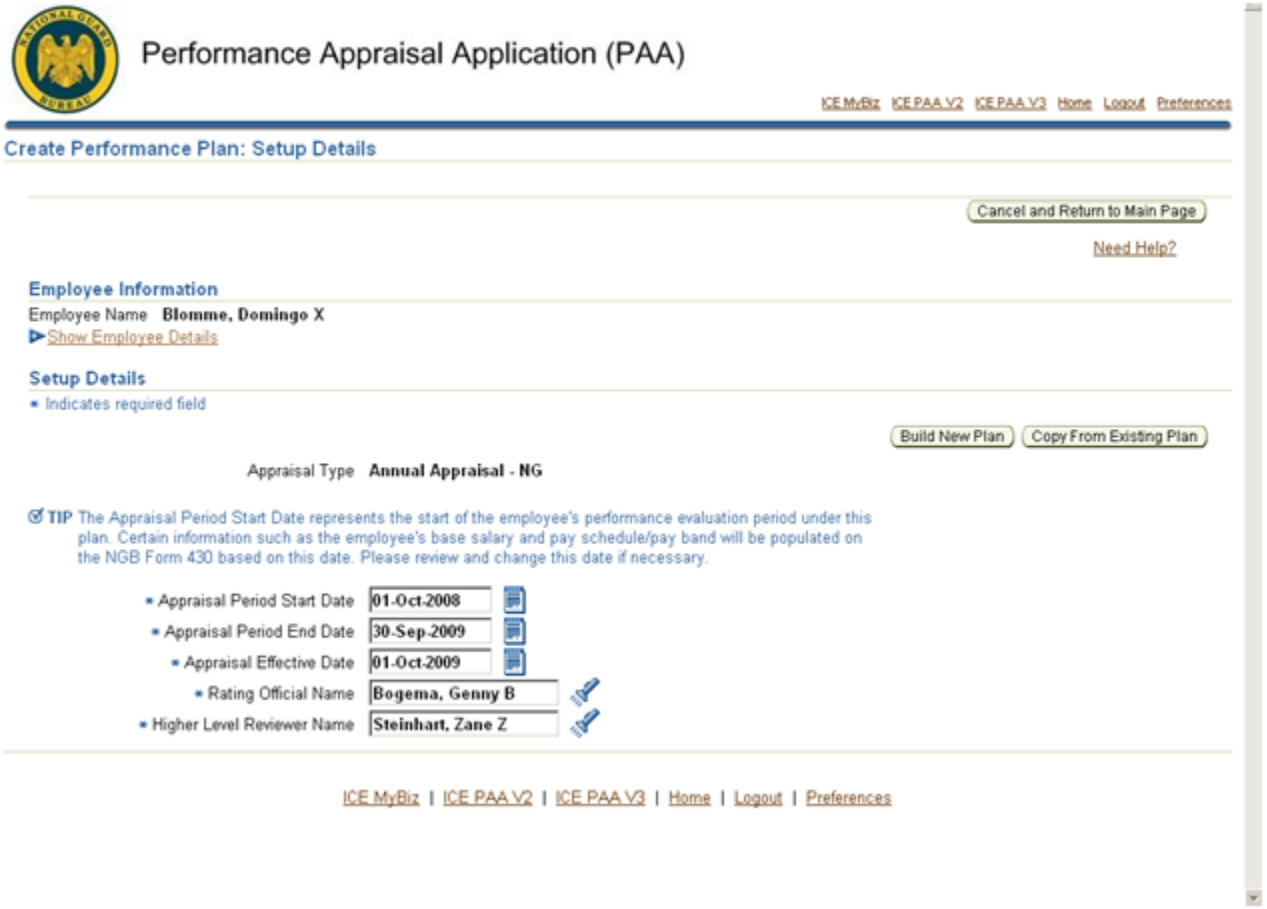
The **Need Help** link will give you information on what is available on the page where you are located.

To create a new Performance Plan:
Select Choose a Plan Type
Select National Guard (Title 32)
Select Go

This table includes information on the status of existing plans. From this screen you can view and update existing plans.

From the Main Page the employee can create and review the Performance Plan,
transfer a plan in progress to the Rating Official, view and print the entire
plan after it is created and track the status of the plan.

Plan Details-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Create Performance Plan: Setup Details
Cancel and Return to Main Page
Need Help?
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Setup Details
* Indicates required field
Build New Plan
Copy From Existing Plan
Appraisal Type Annual Appraisal - NG
TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Certain information such as the employee's base salary and pay schedule/pay band will be populated on the NGB Form 430 based on this date. Please review and change this date if necessary.
* Appraisal Period Start Date 01-Oct-2008
* Appraisal Period End Date 30-Sep-2009
* Appraisal Effective Date 01-Oct-2009
* Rating Official Name Bogema, Genny B
* Higher Level Reviewer Name Steinhart, Zane Z
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

From this page the employee can build a new plan, change the Rating Official and Higher Level Reviewer, copy an existing plan or return to Main Page.

Plan Details –Employee

This shows current employee information

Create Performance Plan: Setup Details
Cancel and Return to Main Page
Need Help?
Employee Information
Employee Name Blomme, Domingo X
Hide Employee Details
Information as of: Today
Pay Plan/Grade/Step GS-11/02
Occupational Code 2130.Traffic Management (2130)
Position 80592000.TRAFFIC MANAGEMENT SPECIALIST.691198.NGZG.TECH
Organization 193 LGR SQ NGZGK40VF2H501
Location Middletown, US
Work Schedule Full-Time
Assignment Status Active Appointment
Employee Number 449191
Information as of: Today
Current Base Salary $51,195.00
Setup Details
* Indicates required field
Build New Plan
Copy From Existing Plan
* Appraisal Type Annual Appraisal - NG
TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Certain information such as the employee's base salary and pay schedule/pay band will be populated on the NGB Form 430 based on this date. Please review and change this date if necessary.
* Appraisal Period Start Date 01-Oct-2008
* Appraisal Period End Date 30-Sep-2009
* Appraisal Effective Date 01-Oct-2009
* Rating Official Name Rhynes, Conrad Z
* Higher Level Reviewer Name Fred, Abdul N
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

Plan Details-Employee

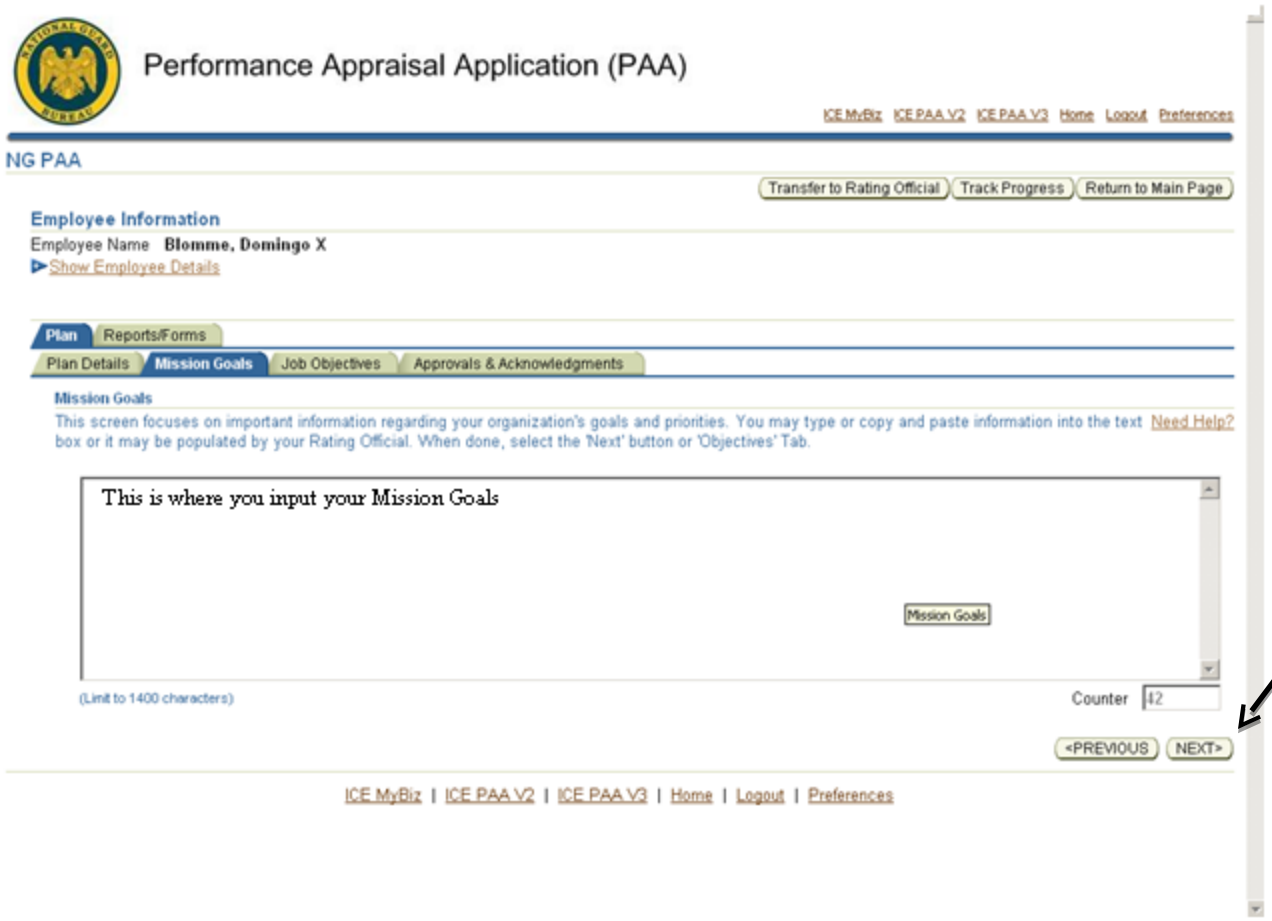
NG PAA
Transfer to Rating Official
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your performance plan.
Need Help?
Update your Appraisal Type and Appraisal Dates, if necessary. Important Note: The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
Change the Rating Official and/or Higher Level Reviewer.
Transfer the plan to your Rating Official.
To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.
Change Rating Official or Higher Level Reviewer
Appraisal Type
Annual Appraisal - NG
Appraisal Period Start Date
01-Oct-2008
Appraisal Period End Date
30-Sep-2009
Appraisal Effective Date
01-Oct-2009
Rating Official Name
Rhynes, Conrad Z
Higher Level Reviewer
Fred, Abdul N
Performance Plan Approval Date
Plan Last Modified
Created By
Blomme, Domingo X
NEXT>
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

You can change your Rating Official, Higher Level Reviewer or both with one click.

When you are done, select the Next button or the Mission Goals tab to build your plan.

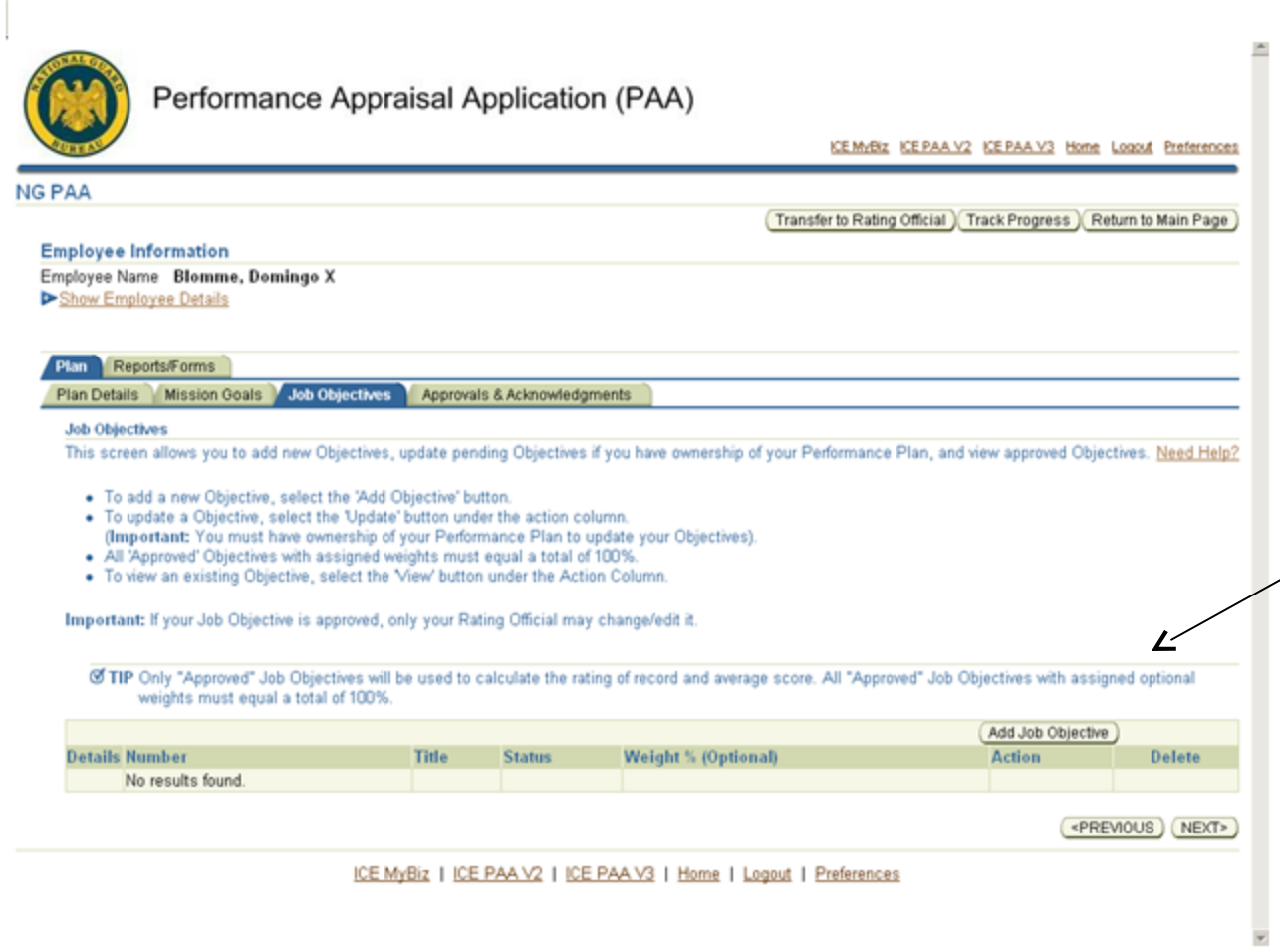
From this page the employee can transfer the plan to the Rating Official for review once it is established, track progress of the plan, change the appraisal type and date and change the Rating Official and/or Higher Level Reviewer.

Mission Goals-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA
Transfer to Rating Official
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Mission Goals
This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box or it may be populated by your Rating Official. When done, select the 'Next' button or 'Objectives' Tab.
Need Help?
This is where you input your Mission Goals
Mission Goals
(Limit to 1400 characters)
Counter
42
<PREVIOUS
NEXT>

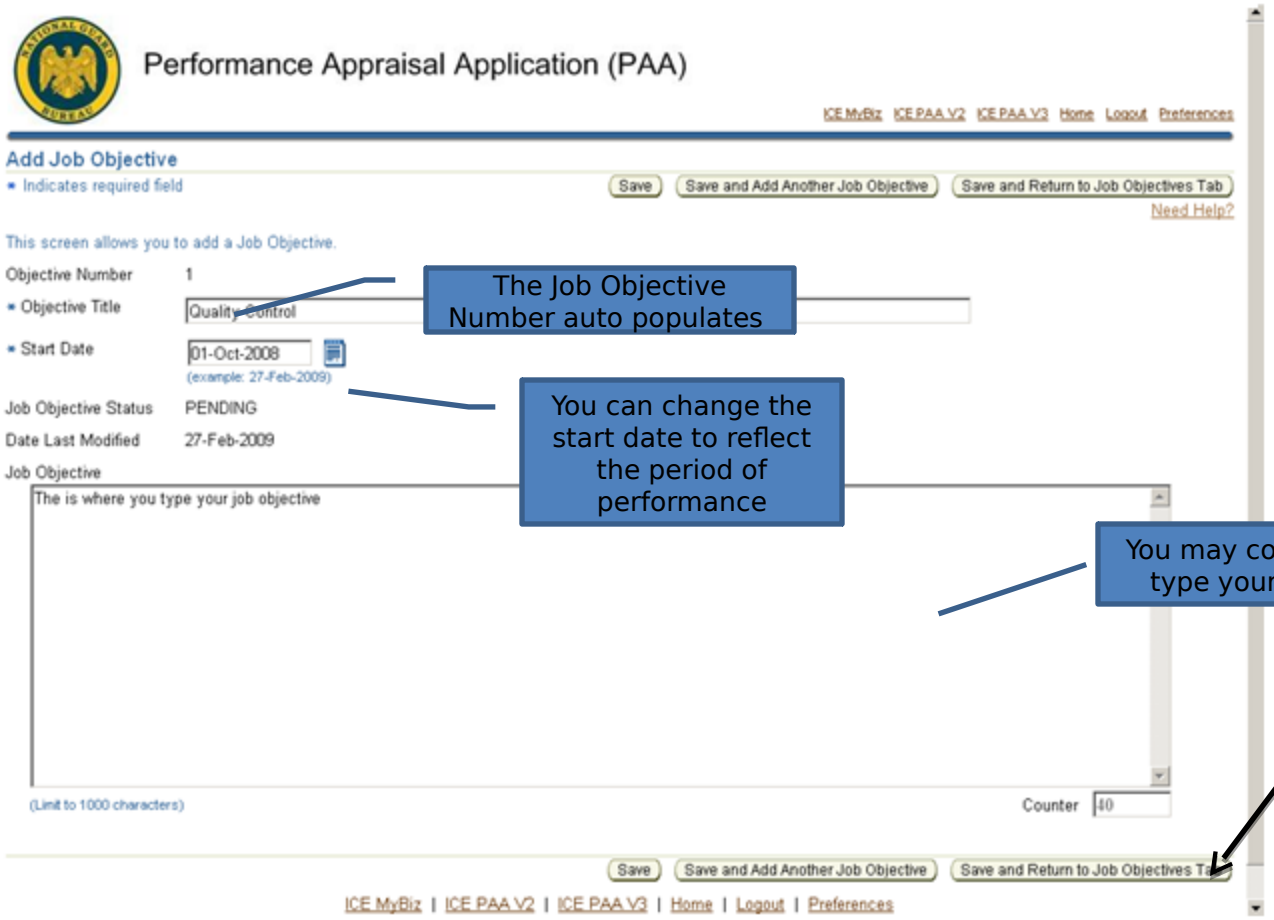
This page provides information regarding your Organization's goals and priorities. Either the Rating Official or the employee can provide this information. Select the Next button to continue.

Job Objectives-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA
Transfer to Rating Official Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Job Objectives
This screen allows you to add new Objectives, update pending Objectives if you have ownership of your Performance Plan, and view approved Objectives. Need Help?
To add a new Objective, select the 'Add Objective' button.
To update a Objective, select the 'Update' button under the action column.
(Important: You must have ownership of your Performance Plan to update your Objectives).
All 'Approved' Objectives with assigned weights must equal a total of 100%.
To view an existing Objective, select the 'View' button under the Action Column.
Important: If your Job Objective is approved, only your Rating Official may change/edit it.
TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.
Add Job Objective
Details Number Title Status Weight % (Optional) Action Delete
No results found.
<PREVIOUS NEXT>
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

This page provides details about the status of the job objectives. The employee may add, update and view the job objectives. Select Add Job Objective button.

Job Objectives-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Add Job Objective
• Indicates required field
Save
Save and Add Another Job Objective
Save and Return to Job Objectives Tab
Need Help?
This screen allows you to add a Job Objective.
Objective Number 1
• Objective Title Quality Control
• Start Date 01-Oct-2008
(example: 27-Feb-2009)
Job Objective Status PENDING
Date Last Modified 27-Feb-2009
Job Objective
The is where you type your job objective
(Limit to 1000 characters)
Counter 40
Save
Save and Add Another Job Objective
Save and Return to Job Objectives Tab
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

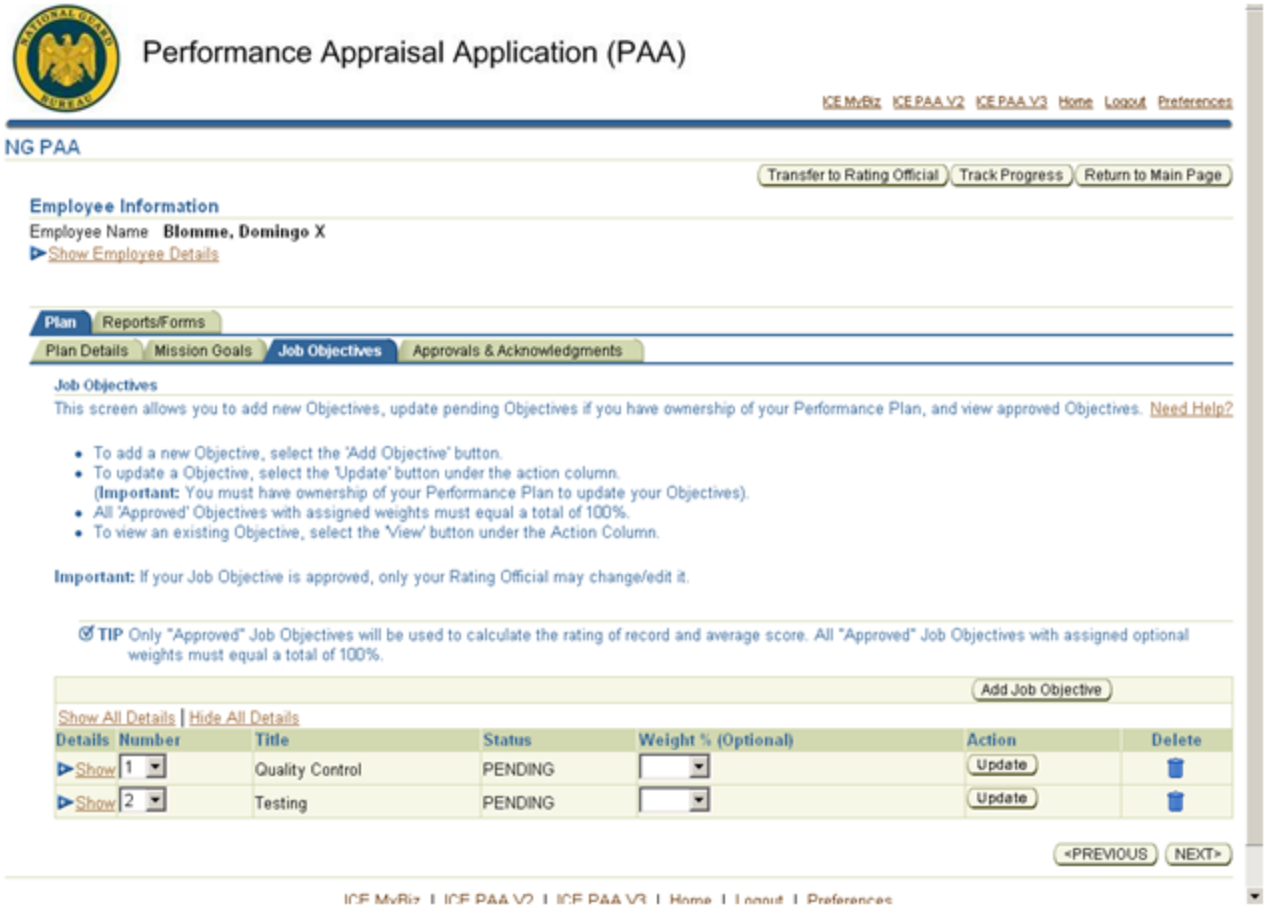
The Job Objective Number auto populates

You can change the start date to reflect the period of performance

You may copy and paste or type your Job Objective

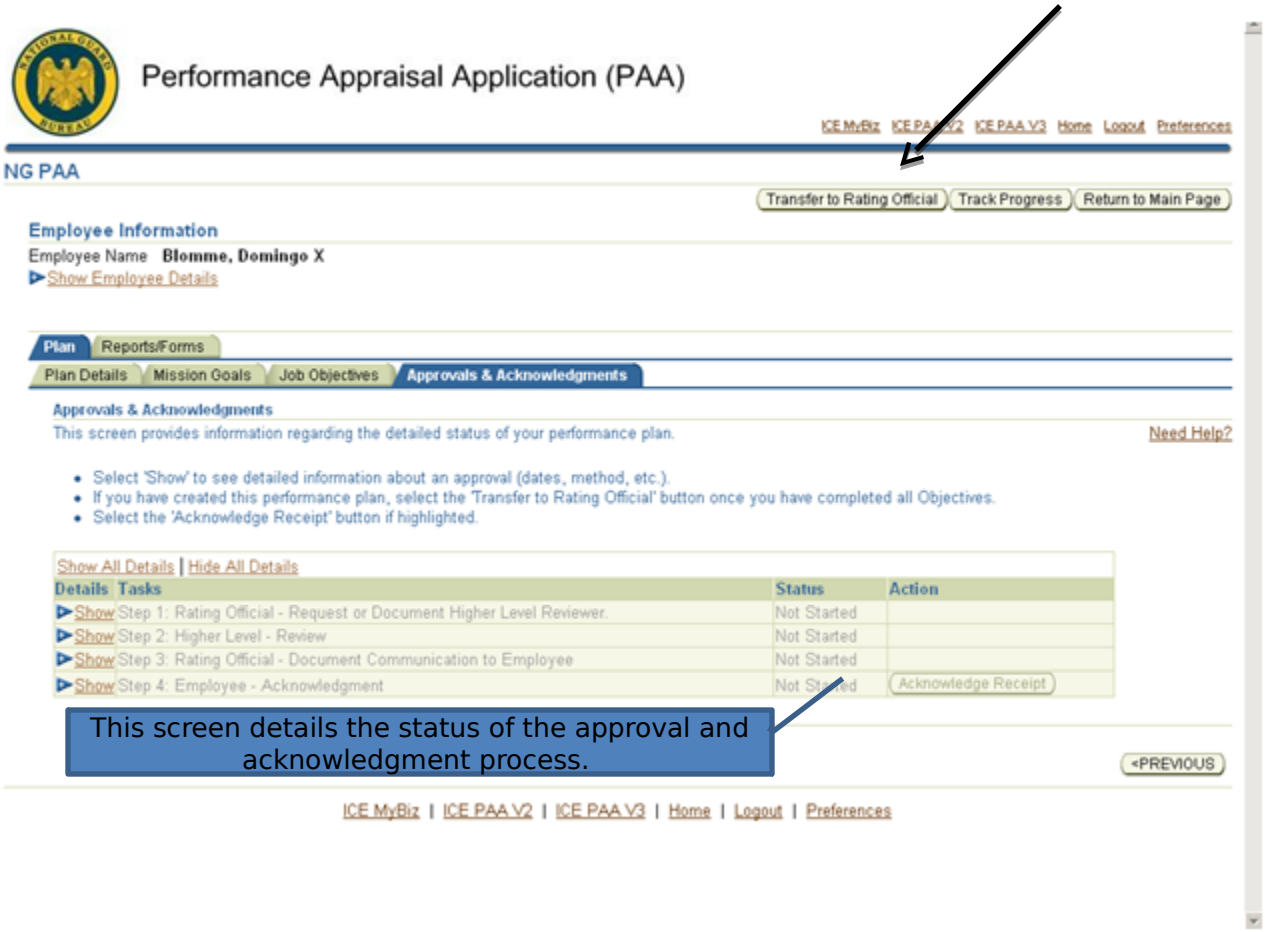
On this page the employee may copy and paste from another application or type a job objective. When the employee is done they can Save it, Save and Add Another Job Objective, or Save and Return to the Job Objectives Tab. Repeat this process until all of the job objectives are created. When complete select Save and Return to Job Objectives Tab.

Job Objectives-Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA
Transfer to Rating Official Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Job Objectives
This screen allows you to add new Objectives, update pending Objectives if you have ownership of your Performance Plan, and view approved Objectives. Need Help?
To add a new Objective, select the 'Add Objective' button.
To update a Objective, select the 'Update' button under the action column.
(Important: You must have ownership of your Performance Plan to update your Objectives).
All 'Approved' Objectives with assigned weights must equal a total of 100%.
To view an existing Objective, select the 'View' button under the Action Column.
Important: If your Job Objective is approved, only your Rating Official may change/edit it.
TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.
Add Job Objective
Show All Details | Hide All Details
Details Number Title Status Weight % (Optional) Action Delete
Show 1 Quality Control PENDING Update
Show 2 Testing PENDING Update
«PREVIOUS NEXT»
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

From this page the employee can add weights to the job objectives, update, add or delete a job objective. When your job objectives are complete click on the Next button.

Approvals and Acknowledgments- Employee


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA
Transfer to Rating Official
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the detailed status of your performance plan.
Need Help?
Select 'Show' to see detailed information about an approval (dates, method, etc.).
If you have created this performance plan, select the 'Transfer to Rating Official' button once you have completed all Objectives.
Select the 'Acknowledge Receipt' button if highlighted.
Show All Details | Hide All Details
Details Tasks
Status
Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer.
Not Started
Show Step 2: Higher Level - Review
Not Started
Show Step 3: Rating Official - Document Communication to Employee
Not Started
Show Step 4: Employee - Acknowledgment
Acknowledge Receipt
This screen details the status of the approval and acknowledgment process.
<PREVIOUS
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

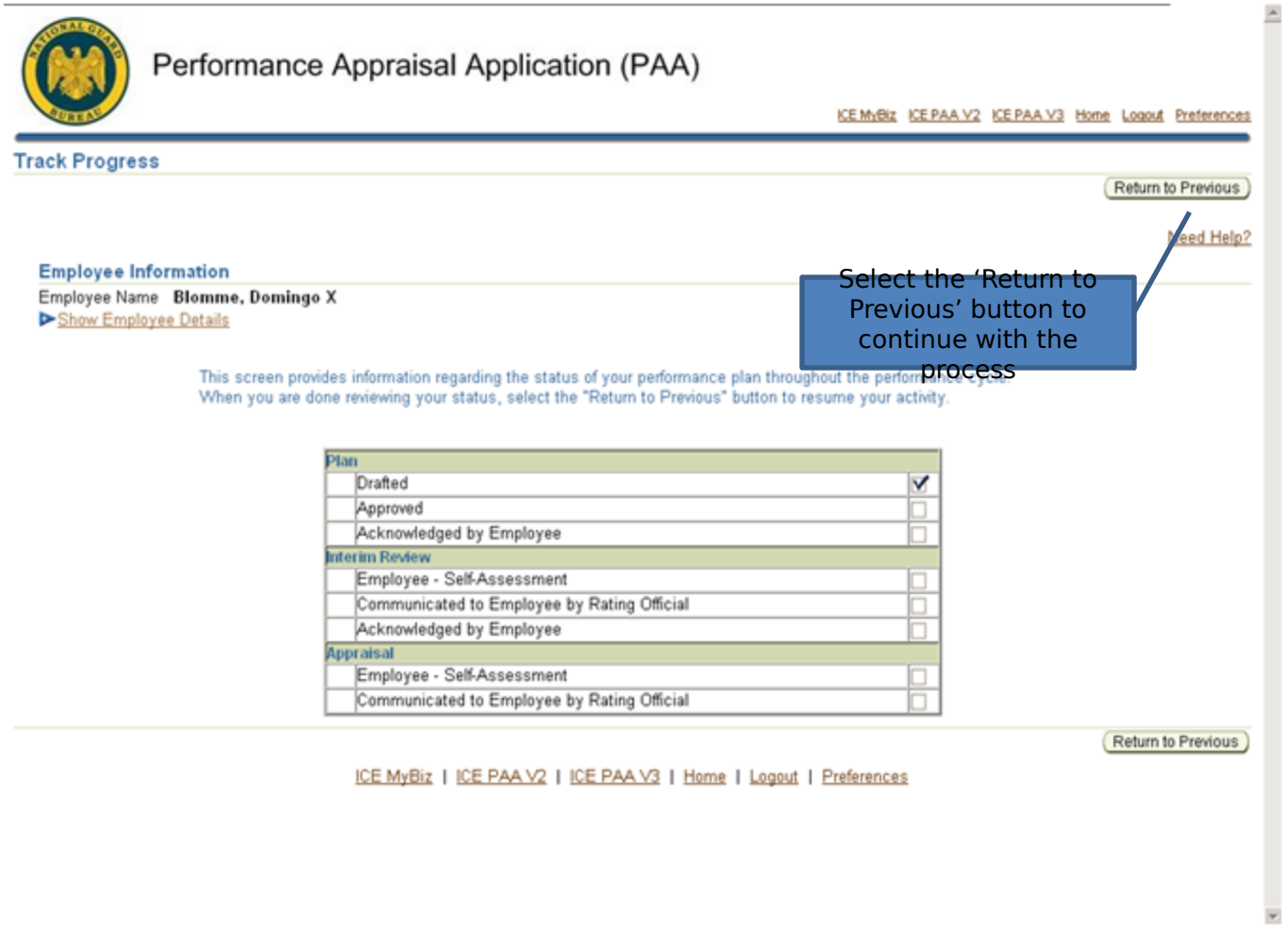
This page displays information regarding the status of the Performance Plan. From this page the employee may complete a step if it is highlighted, transfer the plan to the Rating Official, track progress or return to the Main Page. Select the Transfer to Rating Official button to continue.

Transferring to Rating Official

Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Employee Notification to Rating Official - Bogema, Genny B
Cancel
Transfer to Rating Official without E-mail Notification
Transfer to Rating Official with E-mail Notification
Message to Rating Official
This screen provides space for you to send your Rating Official a message regarding your Performance Plan. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.
Notice: You are about to contact Bogema, Genny B by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.
Cancel
Transfer to Rating Official without E-mail Notification
Transfer to Rating Official with E-mail Notification
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

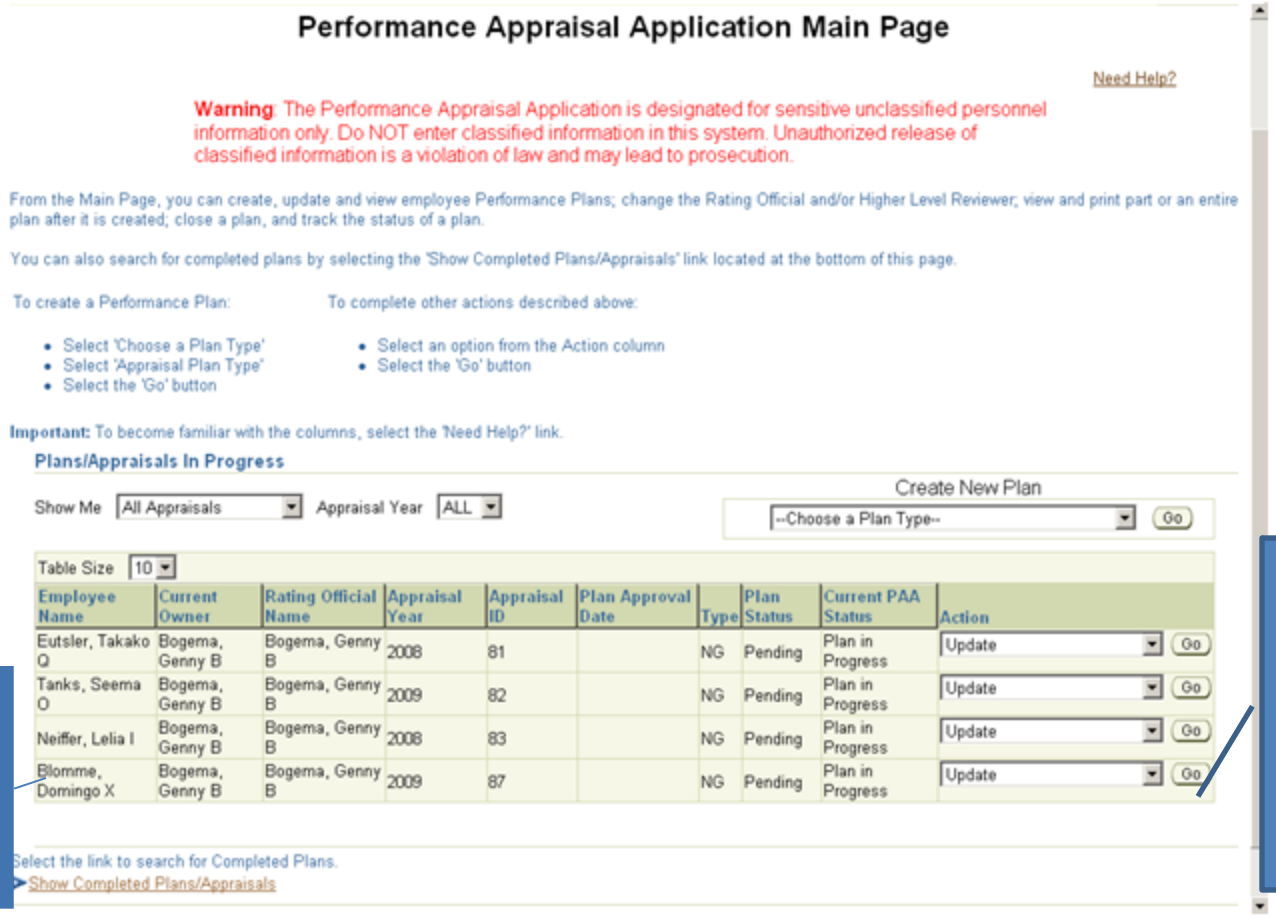
From this page the employee will transfer the Performance Plan to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.

Track Progress


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Track Progress
Return to Previous
Need Help?
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Select the 'Return to Previous' button to continue with the process
This screen provides information regarding the status of your performance plan throughout the performance cycle.
When you are done reviewing your status, select the "Return to Previous" button to resume your activity.
Plan
Drafted
Approved
Acknowledged by Employee
Interim Review
Employee - Self-Assessment
Communicated to Employee by Rating Official
Acknowledged by Employee
Appraisal
Employee - Self-Assessment
Communicated to Employee by Rating Official
Return to Previous
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

This page displays the status of the Performance Plan throughout the cycle.

Approving a Performance Plan – Rating Official



Performance Appraisal Application Main Page

Need Help?

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:
- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

Show Me: All Appraisals | Appraisal Year: ALL

Create New Plan: --Choose a Plan Type-- Go

Table Size: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Eutsler, Takako Q	Bogema, Genny B	Bogema, Genny B	2008	81		NG	Pending	Plan in Progress	Update Go
Tanks, Seema O	Bogema, Genny B	Bogema, Genny B	2009	82		NG	Pending	Plan in Progress	Update Go
Neiffer, Lelia I	Bogema, Genny B	Bogema, Genny B	2008	83		NG	Pending	Plan in Progress	Update Go
Blomme, Domingo X	Bogema, Genny B	Bogema, Genny B	2009	87		NG	Pending	Plan in Progress	Update Go

Select the link to search for Completed Plans.

Show Completed Plans/Appraisals

This table includes information on the status of existing plans. From this screen you can view and update existing plans.

To review and approve a performance plan:

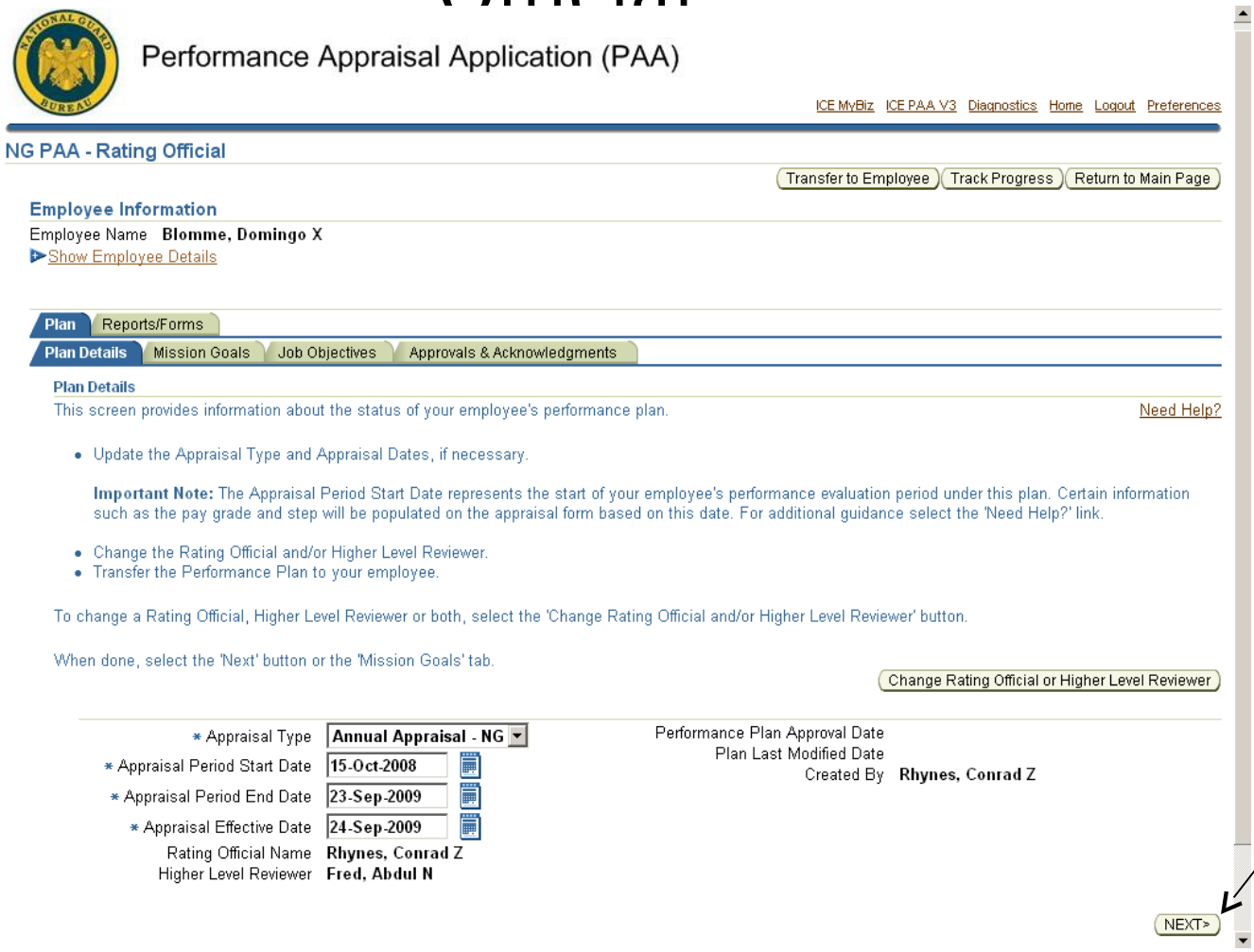
Select the employee plan.

Select Update from the drop down menu.

Select the Go button.

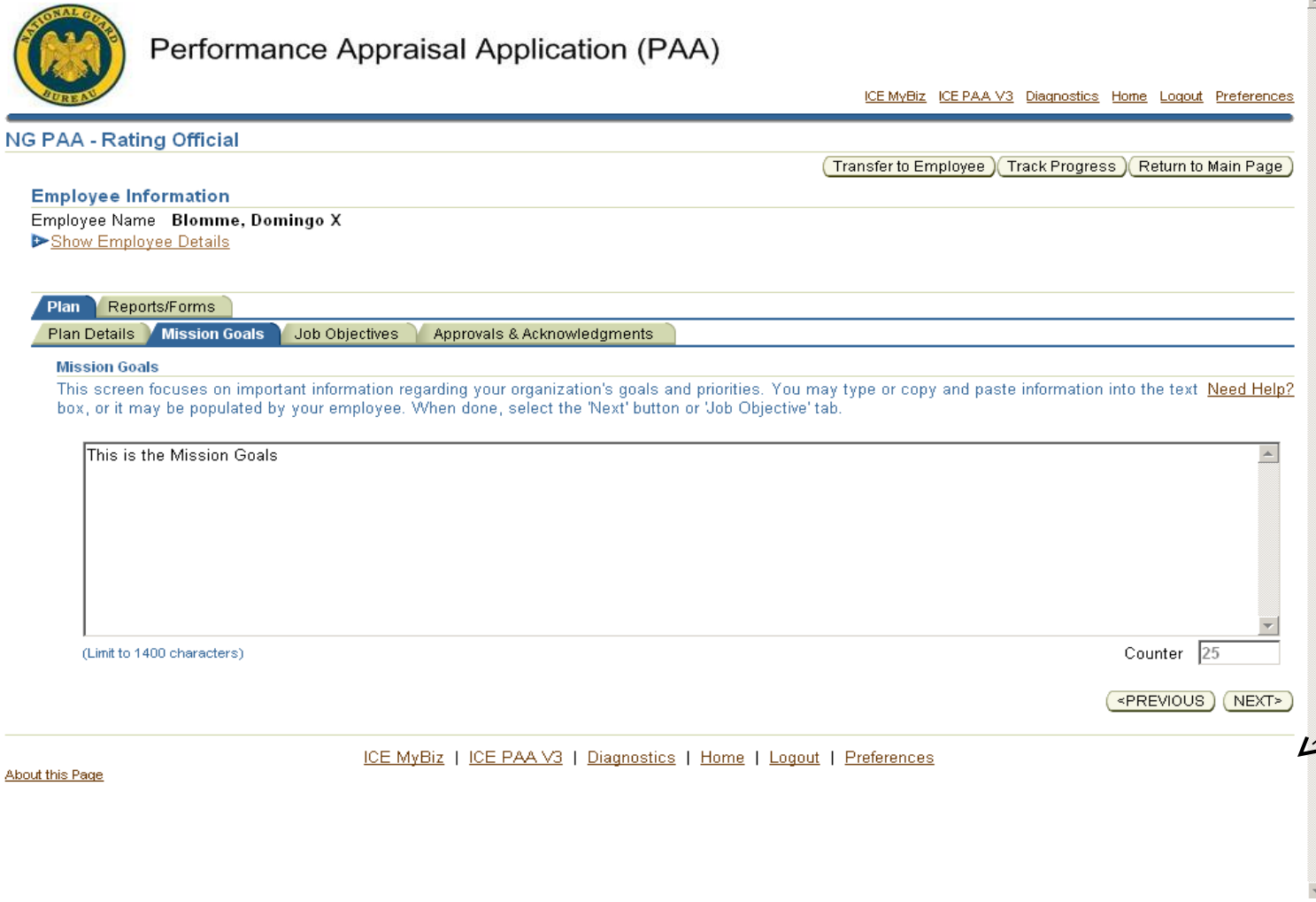
From the Main Page, the Rating Official can create, update and review the employee's Performance Plan, transfer a plan to the employee, view and print the entire plan after it is created and track the status of the plan.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your employee's performance plan.
Need Help?
Update the Appraisal Type and Appraisal Dates, if necessary.
Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.
Change the Rating Official and/or Higher Level Reviewer.
Transfer the Performance Plan to your employee.
To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.
When done, select the 'Next' button or the 'Mission Goals' tab.
Change Rating Official or Higher Level Reviewer
* Appraisal Type Annual Appraisal - NG
* Appraisal Period Start Date 15-Oct-2008
* Appraisal Period End Date 23-Sep-2009
* Appraisal Effective Date 24-Sep-2009
Rating Official Name Rhynes, Conrad Z
Higher Level Reviewer Fred, Abdul N
Performance Plan Approval Date
Plan Last Modified Date
Created By Rhynes, Conrad Z
NEXT>

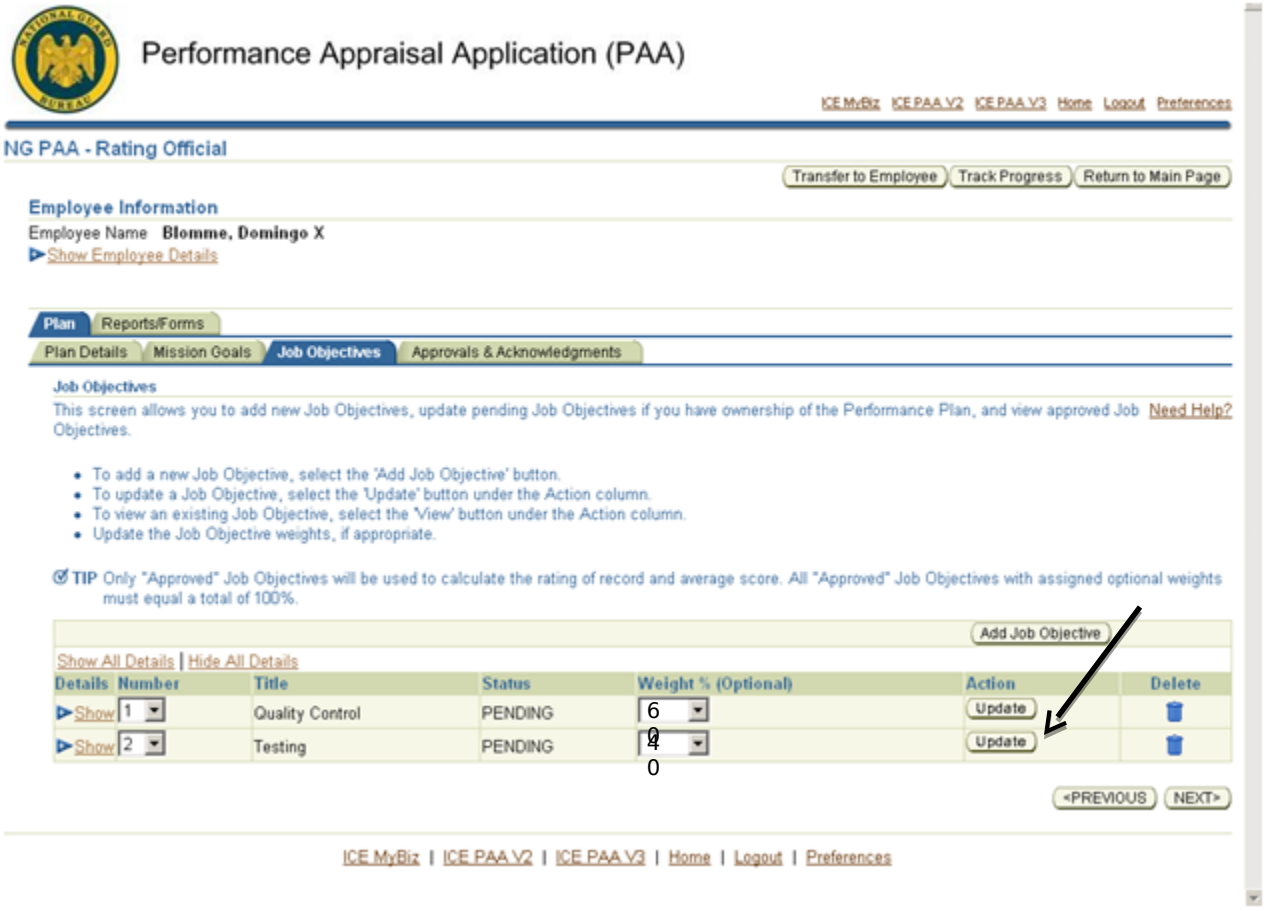
From this page the Rating Official would begin to review the plan. Select the Next button to continue.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Mission Goals
This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box, or it may be populated by your employee. When done, select the 'Next' button or 'Job Objective' tab.
Need Help?
This is the Mission Goals
(Limit to 1400 characters)
Counter 25
<PREVIOUS NEXT>
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

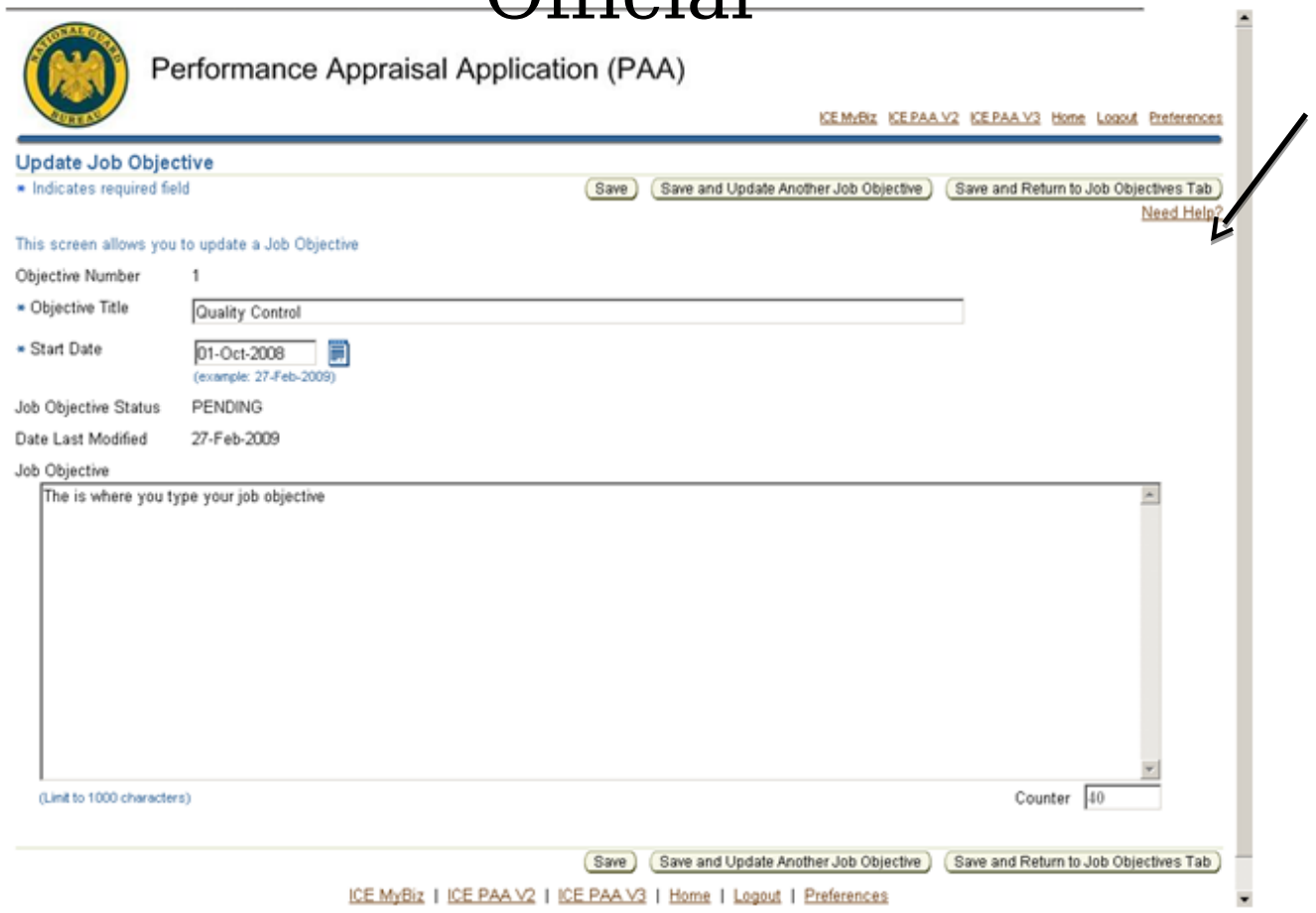
From this page the Rating Official would review the Mission Goals. Select the Next button to continue.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Job Objectives
This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives. Need Help?
To add a new Job Objective, select the 'Add Job Objective' button.
To update a Job Objective, select the 'Update' button under the Action column.
To view an existing Job Objective, select the 'View' button under the Action column.
Update the Job Objective weights, if appropriate.
TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.
Add Job Objective
Show All Details | Hide All Details
Details Number Title Status Weight % (Optional) Action Delete
Show 1 Quality Control PENDING 60 Update
Show 2 Testing PENDING 40 Update
<PREVIOUS NEXT>
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

From this page the Rating Official can add weights to the employee's job objectives. The Rating Official can also update, add or delete a job objective. Select the Update button to continue.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Update Job Objective
• Indicates required field
Save
Save and Update Another Job Objective
Save and Return to Job Objectives Tab
Need Help?
This screen allows you to update a Job Objective
Objective Number 1
• Objective Title Quality Control
• Start Date 01-Oct-2008
(example: 27-Feb-2009)
Job Objective Status PENDING
Date Last Modified 27-Feb-2009
Job Objective
The is where you type your job objective
(Limit to 1000 characters)
Counter 40
Save
Save and Update Another Job Objective
Save and Return to Job Objectives Tab
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

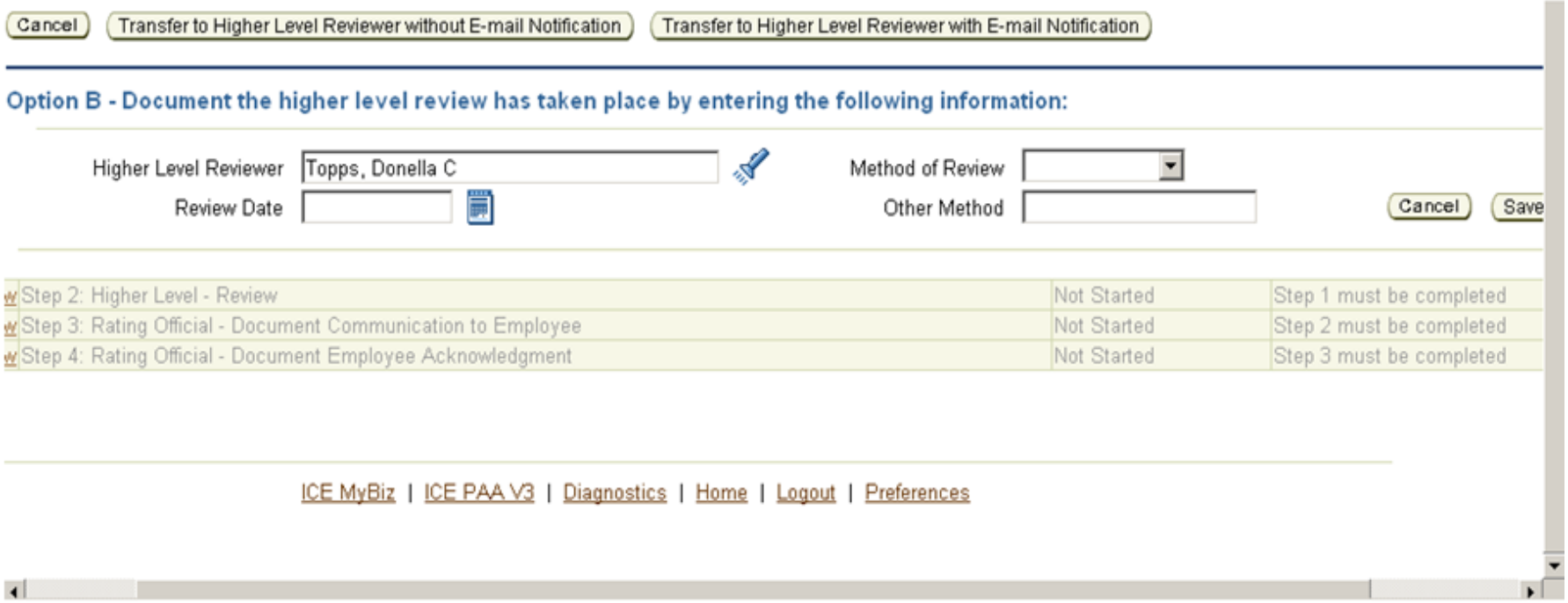
On this page the Rating Official may copy and paste or type a job objective. When the Rating Official is done he may Save it, Save and Update Another Job Objective, or Save and Return to the Job Objectives Tab. The process is repeated until all job objectives have been reviewed. Select the Save and Return to Job Objectives Tab to continue.

Approving a Performance Plan – Rating Official

Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details
Tasks
Status
Action
Hide
Step 1: Rating Official - Request or Document Higher Level Reviewer.
Not Started
Start
TIP There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approv
Option A - Transfer to the Higher Level Reviewer (HLR)
Name
Title
Dobles, Titus K
Rating Official
Topps, Donella C
Higher Level Reviewer
TIP Please select new HLR from list of values, if required.
Change Higher Level Reviewer
Topps, Donella C
Message to Higher Level Reviewer
This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, se
Reviewer with E-mail Notification' button to send the message.
Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.
Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any nor
security numbers or privacy act information in your e-mail.
Cancel
Transfer to Higher Level Reviewer without E-mail Notification
Transfer to Higher Level Reviewer with E-mail Notification

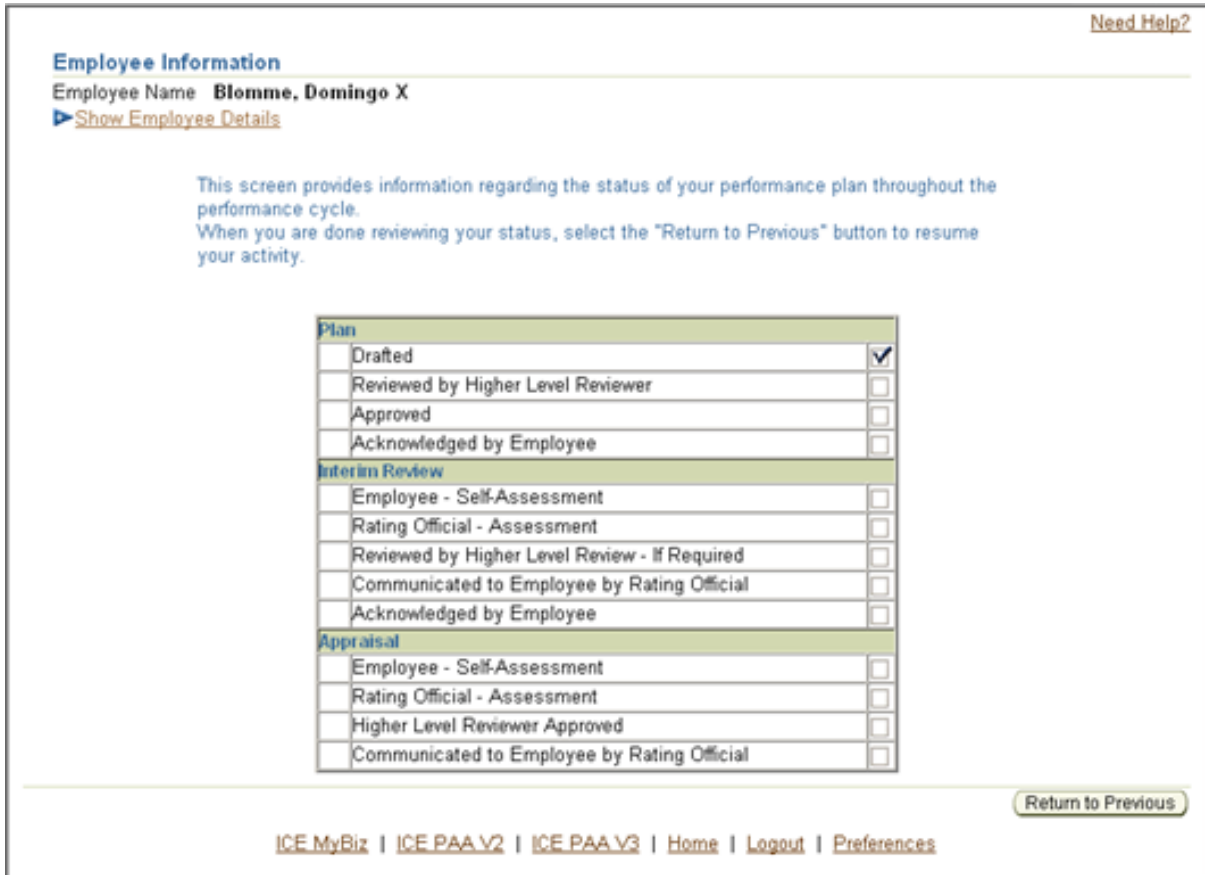
From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.

Approving a Performance Plan – Rating Official


Cancel
Transfer to Higher Level Reviewer without E-mail Notification
Transfer to Higher Level Reviewer with E-mail Notification
Option B - Document the higher level review has taken place by entering the following information:
Higher Level Reviewer
Topps, Donella C
Review Date
Method of Review
Other Method
Cancel
Save
Step 2: Higher Level - Review
Not Started
Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee
Not Started
Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment
Not Started
Step 3 must be completed
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

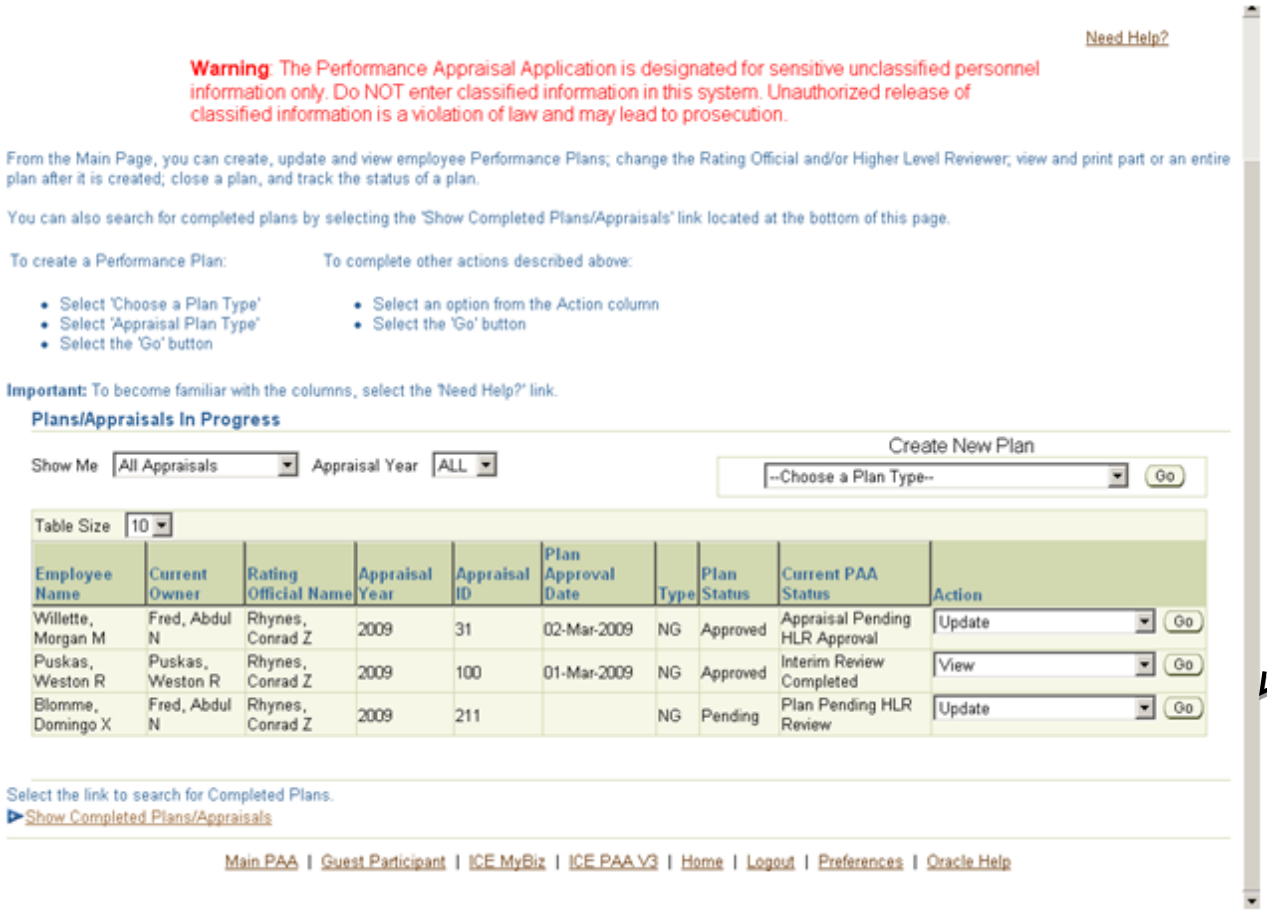
Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.

Track Progress


Need Help?
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
This screen provides information regarding the status of your performance plan throughout the performance cycle.
When you are done reviewing your status, select the "Return to Previous" button to resume your activity.
Plan
Drafted
Reviewed by Higher Level Reviewer
Approved
Acknowledged by Employee
Interim Review
Employee - Self-Assessment
Rating Official - Assessment
Reviewed by Higher Level Review - If Required
Communicated to Employee by Rating Official
Acknowledged by Employee
Appraisal
Employee - Self-Assessment
Rating Official - Assessment
Higher Level Reviewer Approved
Communicated to Employee by Rating Official
Return to Previous
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

This page displays the status of the Performance Plan throughout the cycle.

Approving a Performance Plan – Higher Level Reviewer



Need Help?

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:
- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

Show Me: All Appraisals | Appraisal Year: ALL

Create New Plan: --Choose a Plan Type-- Go

Table Size: 10

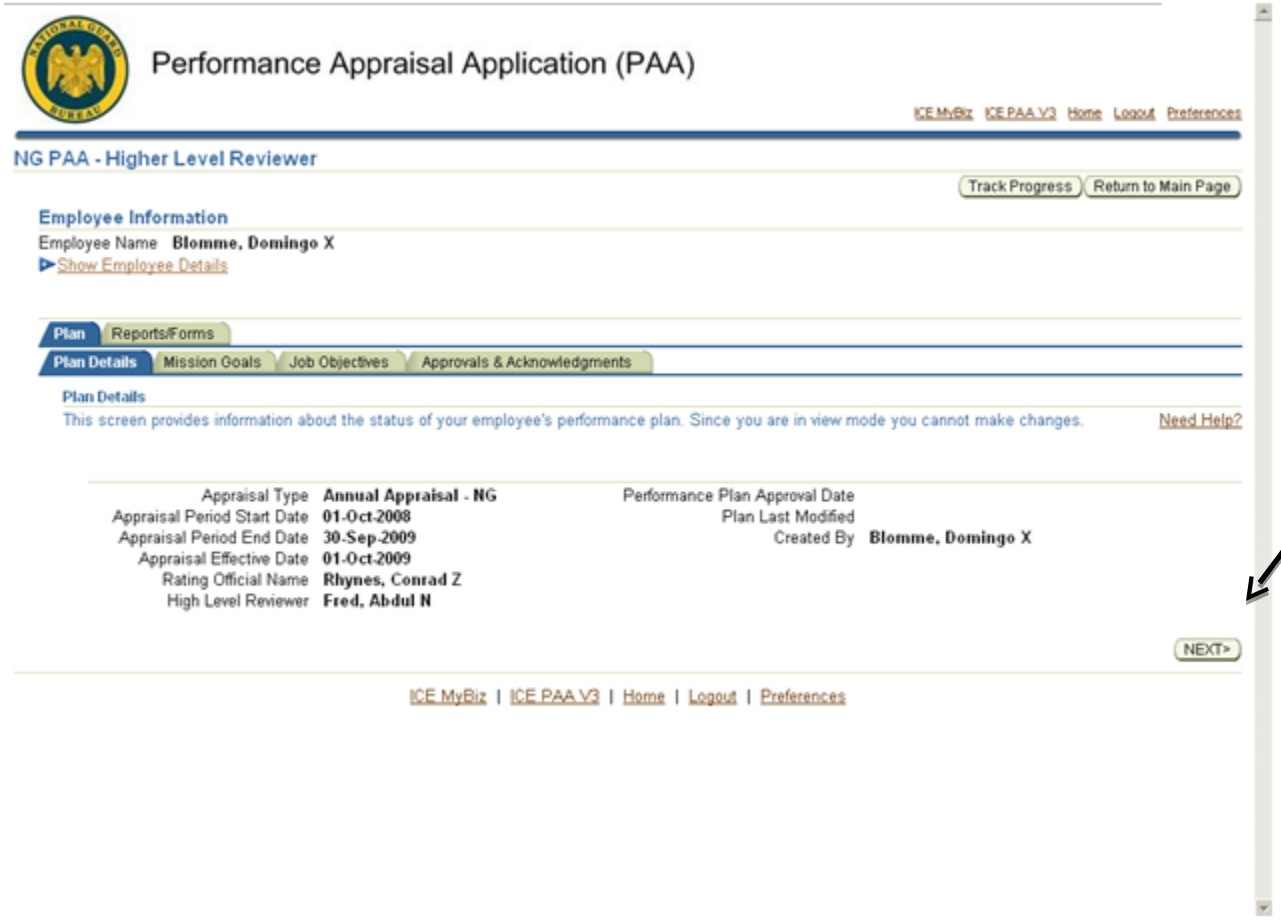
Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Willette, Morgan M	Fred, Abdul N	Rhynes, Conrad Z	2009	31	02-Mar-2009	NG	Approved	Appraisal Pending HLR Approval	Update Go
Puskas, Weston R	Puskas, Weston R	Rhynes, Conrad Z	2009	100	01-Mar-2009	NG	Approved	Interim Review Completed	View Go
Blomme, Domingo X	Fred, Abdul N	Rhynes, Conrad Z	2009	211		NG	Pending	Plan Pending HLR Review	Update Go

Select the link to search for Completed Plans.
Show Completed Plans/Appraisals

Main PAA | Guest Participant | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

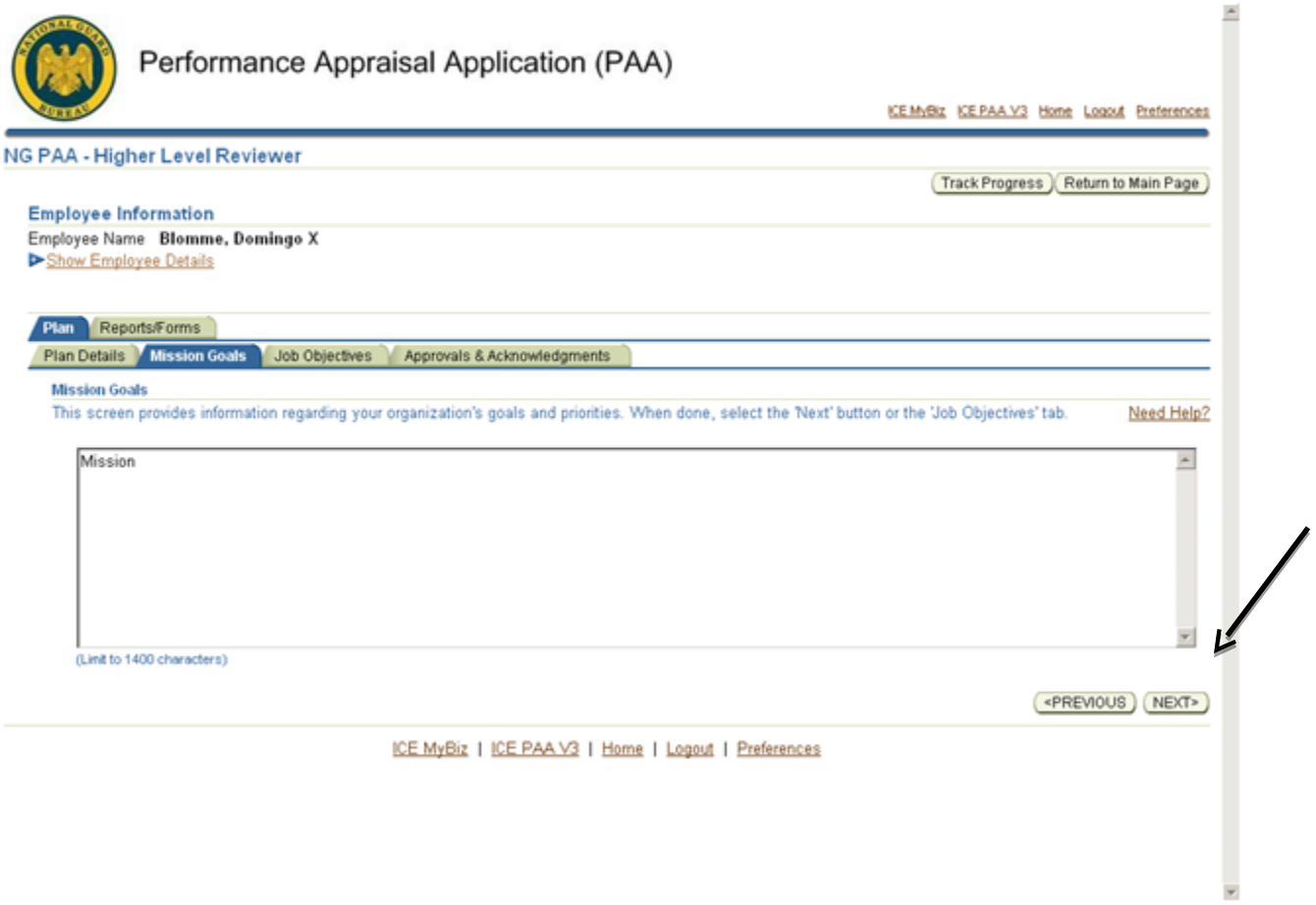
From this Main Page, the Higher Level Reviewer can review the employee's Performance Plan, view and print the entire plan after it is created and track the status of the plan. Select the Go button to continue.

Approving a Performance Plan – Higher Level Reviewer


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Home Logout Preferences
NG PAA - Higher Level Reviewer
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Plan Details
This screen provides information about the status of your employee's performance plan. Since you are in view mode you cannot make changes.
Need Help?
Appraisal Type Annual Appraisal - NG
Appraisal Period Start Date 01-Oct-2008
Appraisal Period End Date 30-Sep-2009
Appraisal Effective Date 01-Oct-2009
Rating Official Name Rhynes, Conrad Z
High Level Reviewer Fred, Abdul N
Performance Plan Approval Date
Plan Last Modified
Created By Blomme, Domingo X
NEXT>
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

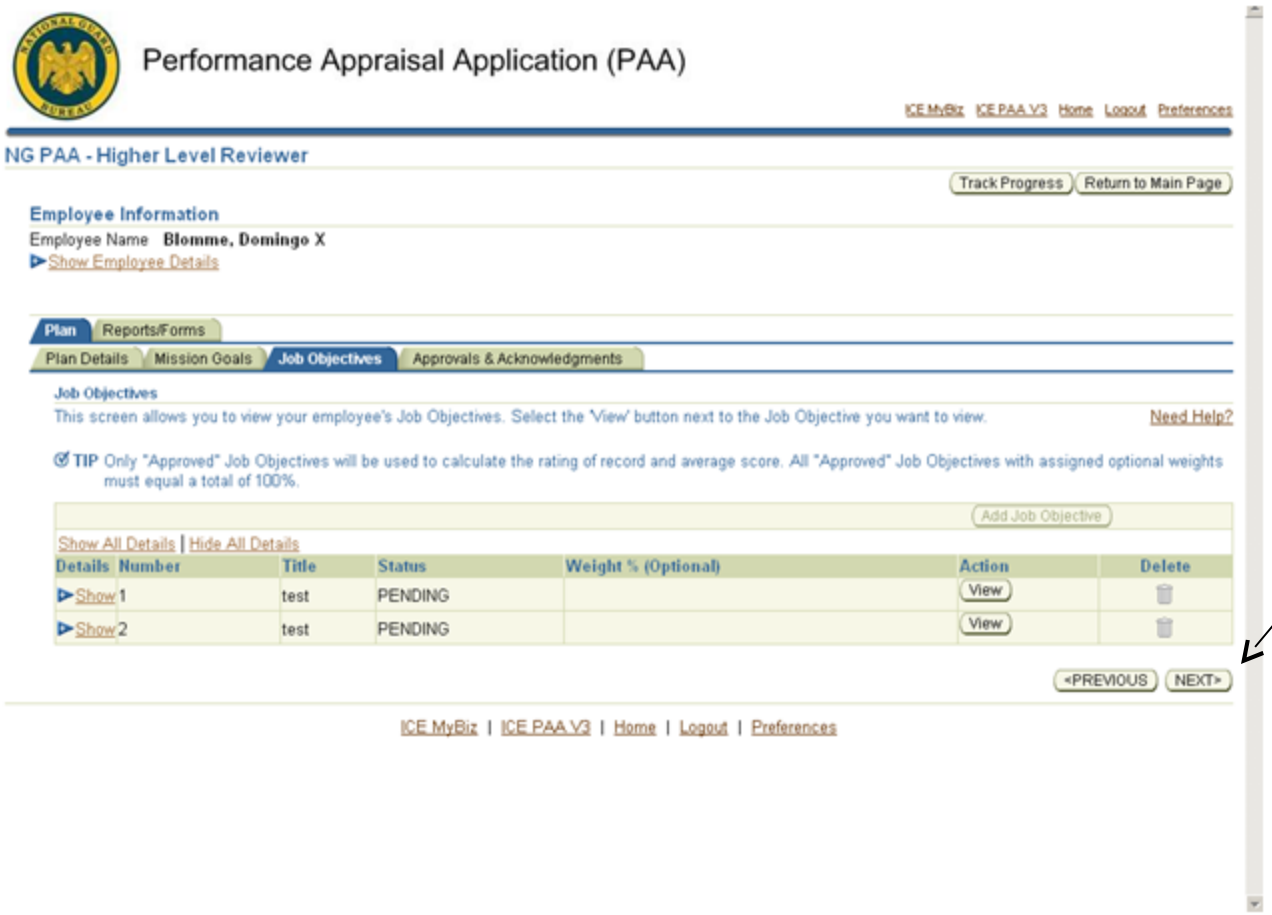
On this page the Higher Level Reviewer can review the plan details, track progress or return to the Main Page. Select the Next button to continue.

Approving a Performance Plan – Higher Level Reviewer



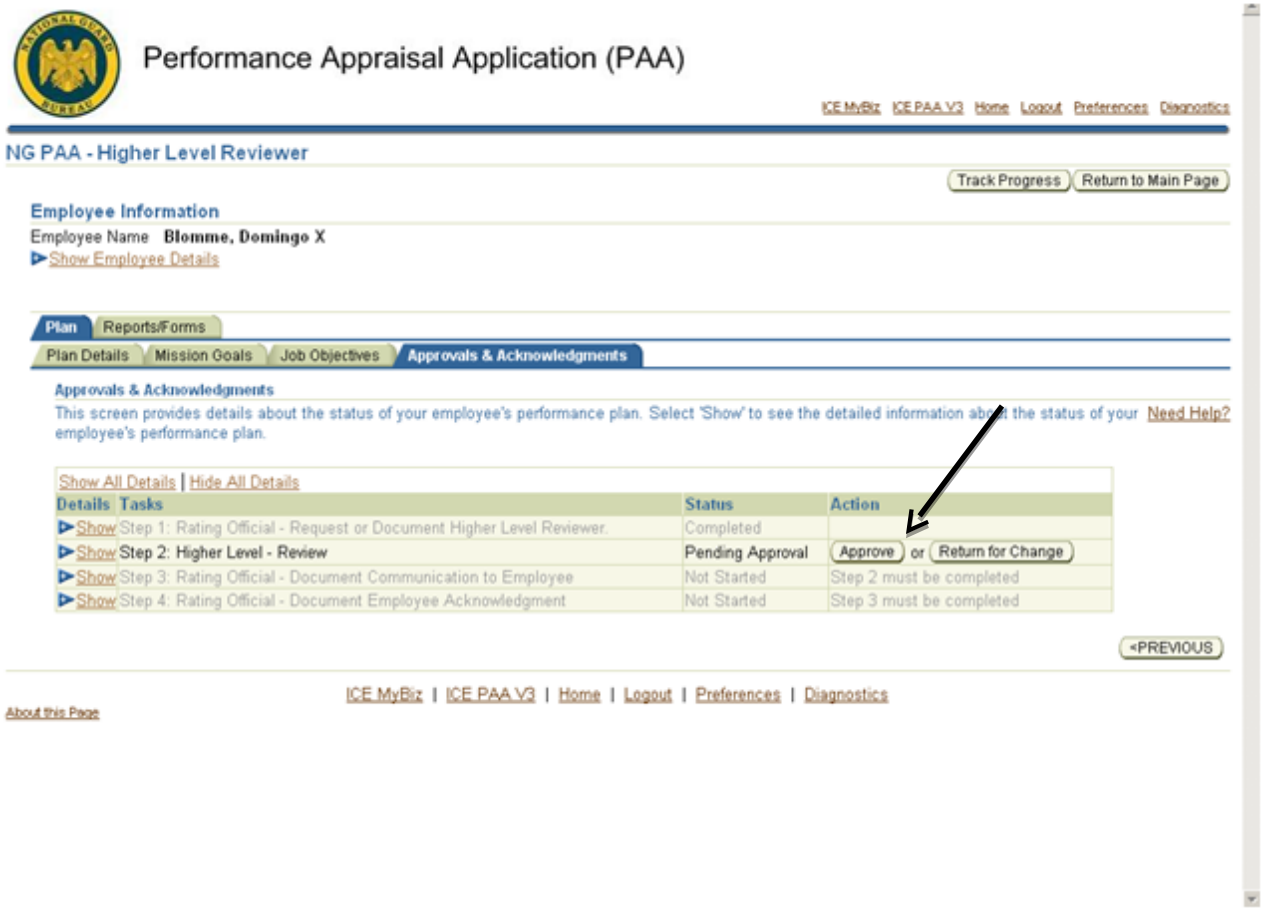
On this page the Higher Level Reviewer can review the mission goals, track progress or return to the Main Page. Select the Next button to continue.

Approving a Performance Plan – Higher Level Reviewer


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Home Logout Preferences
NG PAA - Higher Level Reviewer
Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Job Objectives
This screen allows you to view your employee's Job Objectives. Select the 'View' button next to the Job Objective you want to view.
Need Help?
TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.
Add Job Objective
Show All Details | Hide All Details
Details Number Title Status Weight % (Optional) Action Delete
Show 1 test PENDING View
Show 2 test PENDING View
<PREVIOUS NEXT>
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

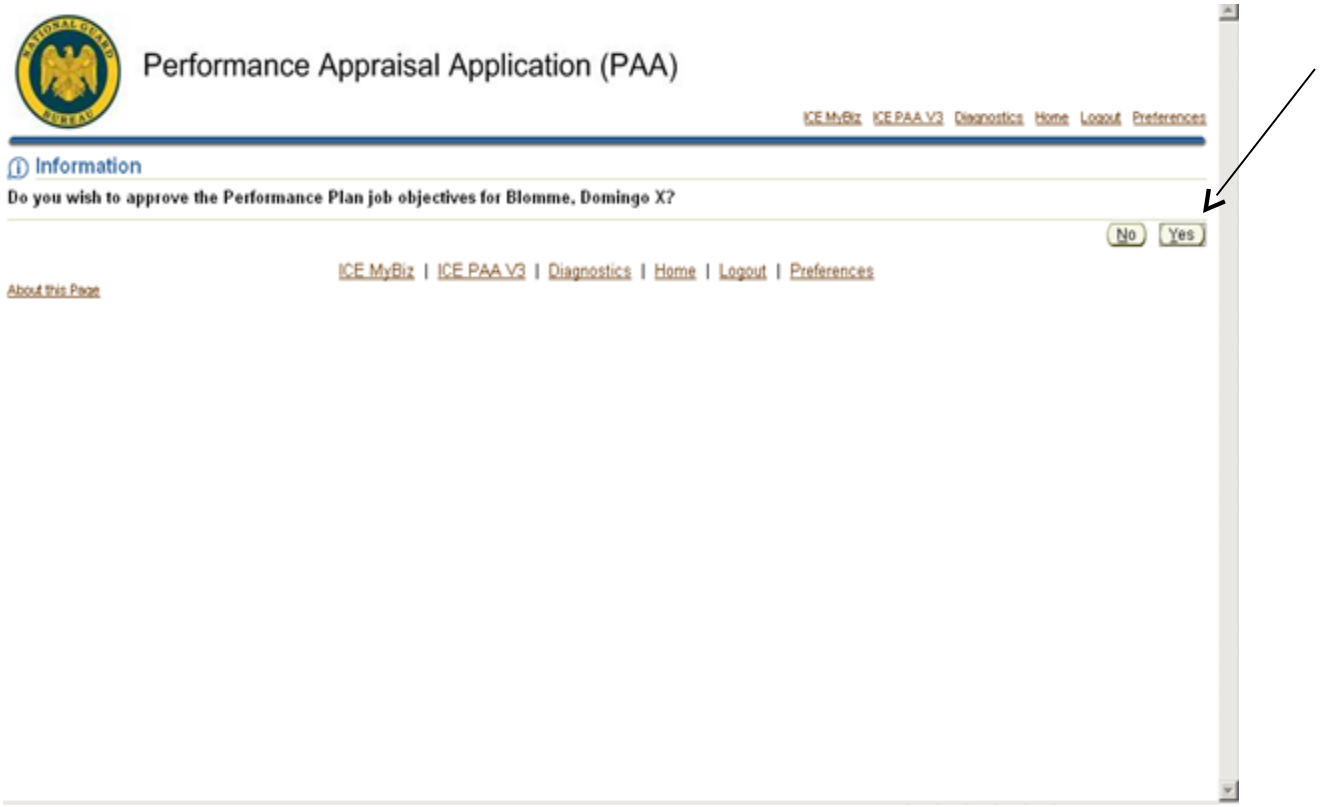
From the Job Objectives Tab the Higher Level Reviewer can view the job objectives. Select the Next button to continue.

Approving a Performance Plan – Higher Level Reviewer


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Home Logout Preferences Diagnostics
NG PAA - Higher Level Reviewer
Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides details about the status of your employee's performance plan. Select 'Show' to see the detailed information about the status of your employee's performance plan.
Need Help?
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed
Show Step 2: Higher Level - Review Pending Approval Approve or Return for Change
Show Step 3: Rating Official - Document Communication to Employee Not Started Step 2 must be completed
Show Step 4: Rating Official - Document Employee Acknowledgment Not Started Step 3 must be completed
<PREVIOUS
ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Diagnostics
About this Page

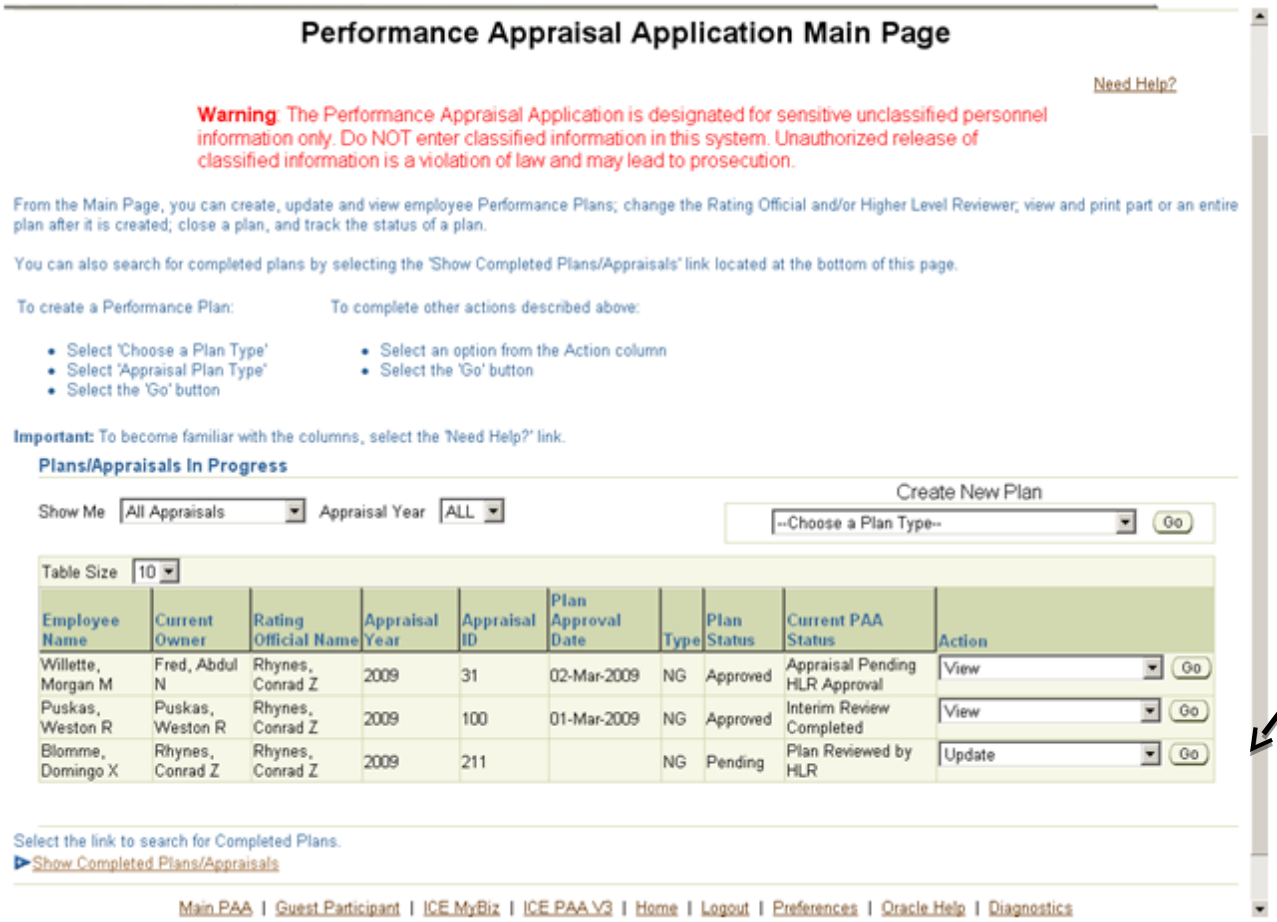
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Approve button to approve the plan.

Approving a Performance Plan – Higher Level Reviewer


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Information
Do you wish to approve the Performance Plan job objectives for Blomme, Domingo X?
No
Yes
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

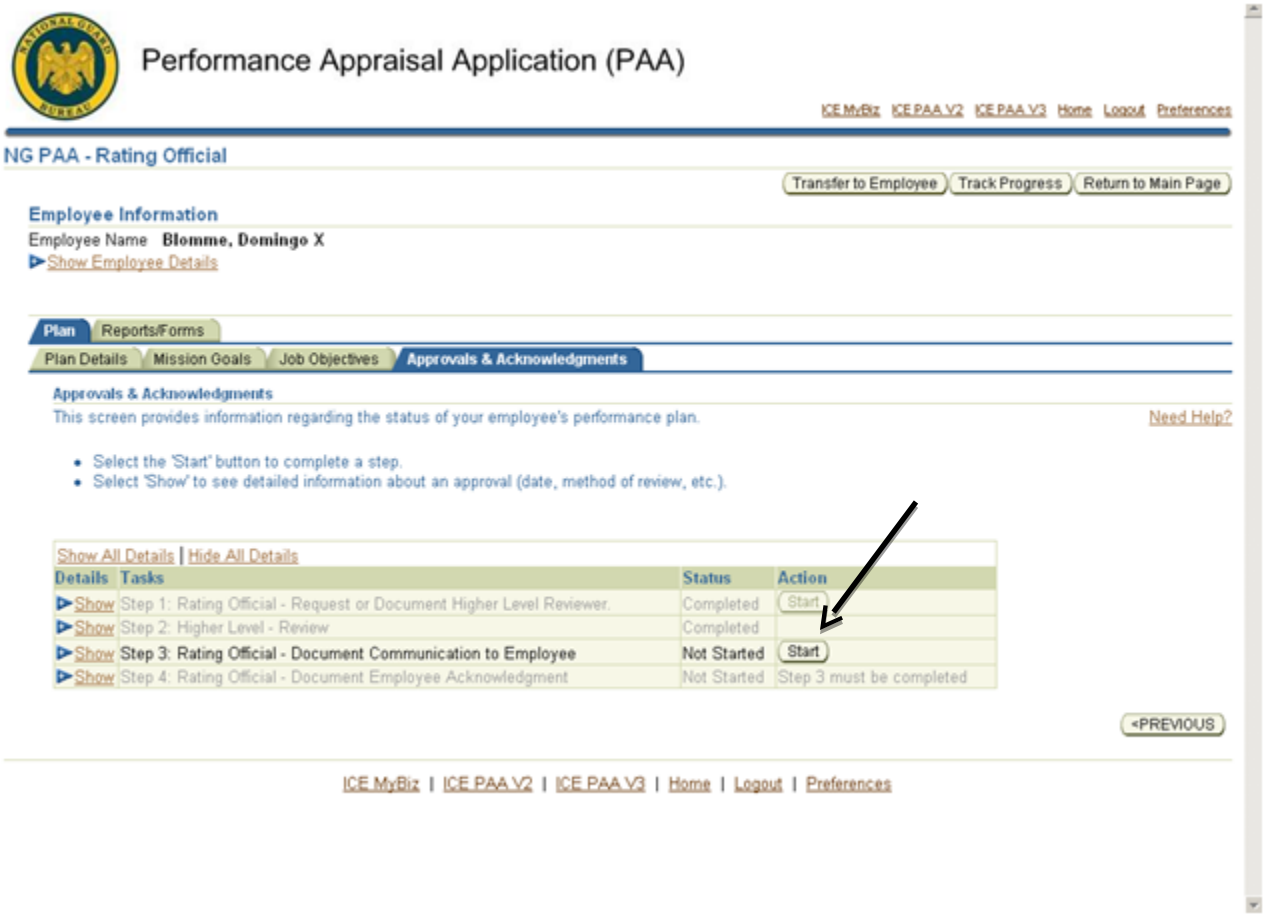
Select the Yes button to Approve the Performance Plan.

Approving a Performance Plan – Rating Official


Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.
You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select 'Appraisal Plan Type'
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Plans/Appraisals In Progress
Show Me All Appraisals
Appraisal Year ALL
Create New Plan
--Choose a Plan Type--
Go
Table Size 10
Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current PAA Status | Action
Willette, Morgan M | Fred, Abdul N | Rhynes, Conrad Z | 2009 | 31 | 02-Mar-2009 | NG | Approved | Appraisal Pending HLR Approval | View Go
Puskas, Weston R | Puskas, Weston R | Rhynes, Conrad Z | 2009 | 100 | 01-Mar-2009 | NG | Approved | Interim Review Completed | View Go
Blomme, Domingo X | Rhynes, Conrad Z | Rhynes, Conrad Z | 2009 | 211 | | NG | Pending | Plan Reviewed by HLR | Update Go
Select the link to search for Completed Plans.
Show Completed Plans/Appraisals
Main PAA | Guest Participant | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help | Diagnostics

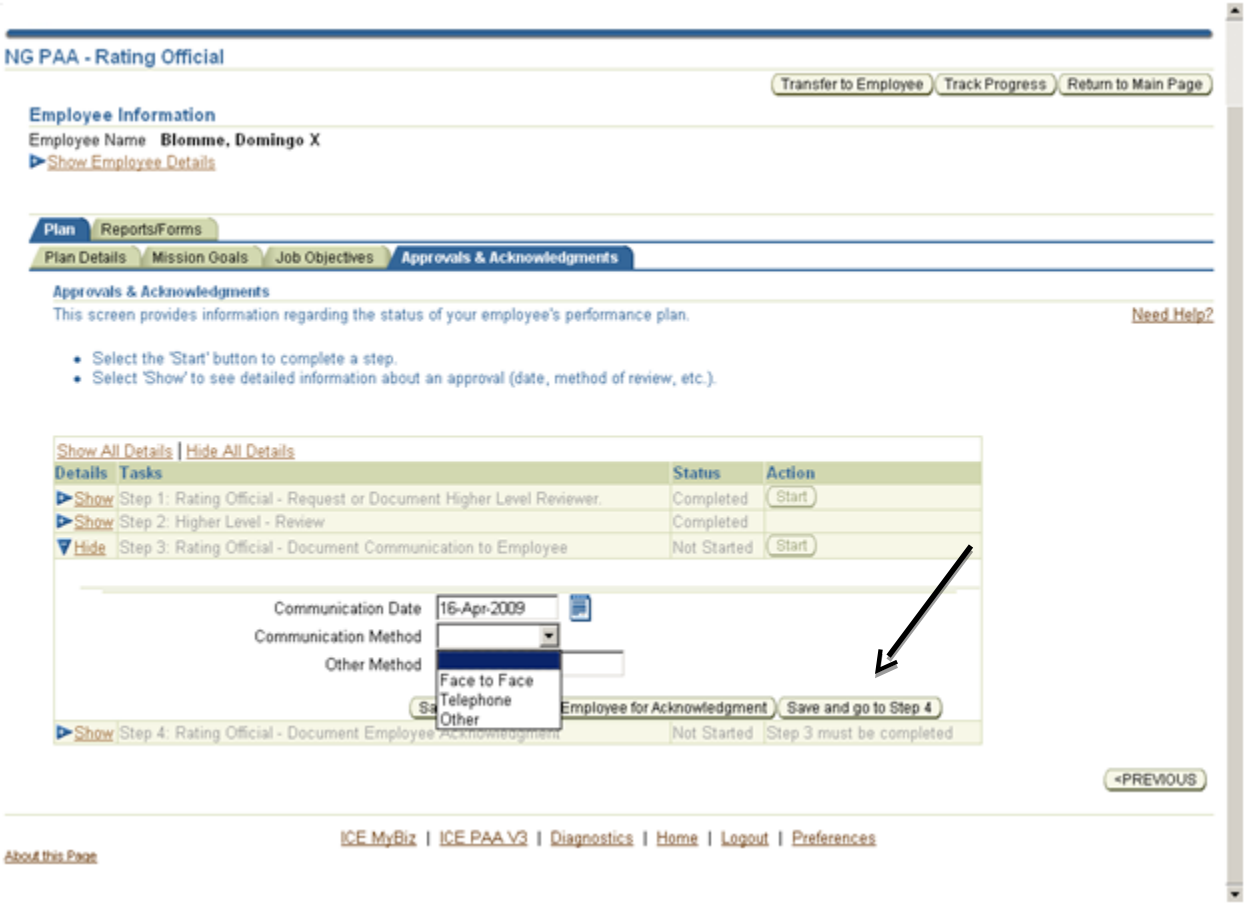
From the Main Page, the Rating Official can now begin to approve the plan. Select the Go button to continue.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Need Help?
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed Start
Show Step 2: Higher Level - Review Completed
Show Step 3: Rating Official - Document Communication to Employee Not Started Start
Show Step 4: Rating Official - Document Employee Acknowledgment Not Started Step 3 must be completed
<PREVIOUS
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.

Approving a Performance Plan – Rating Official



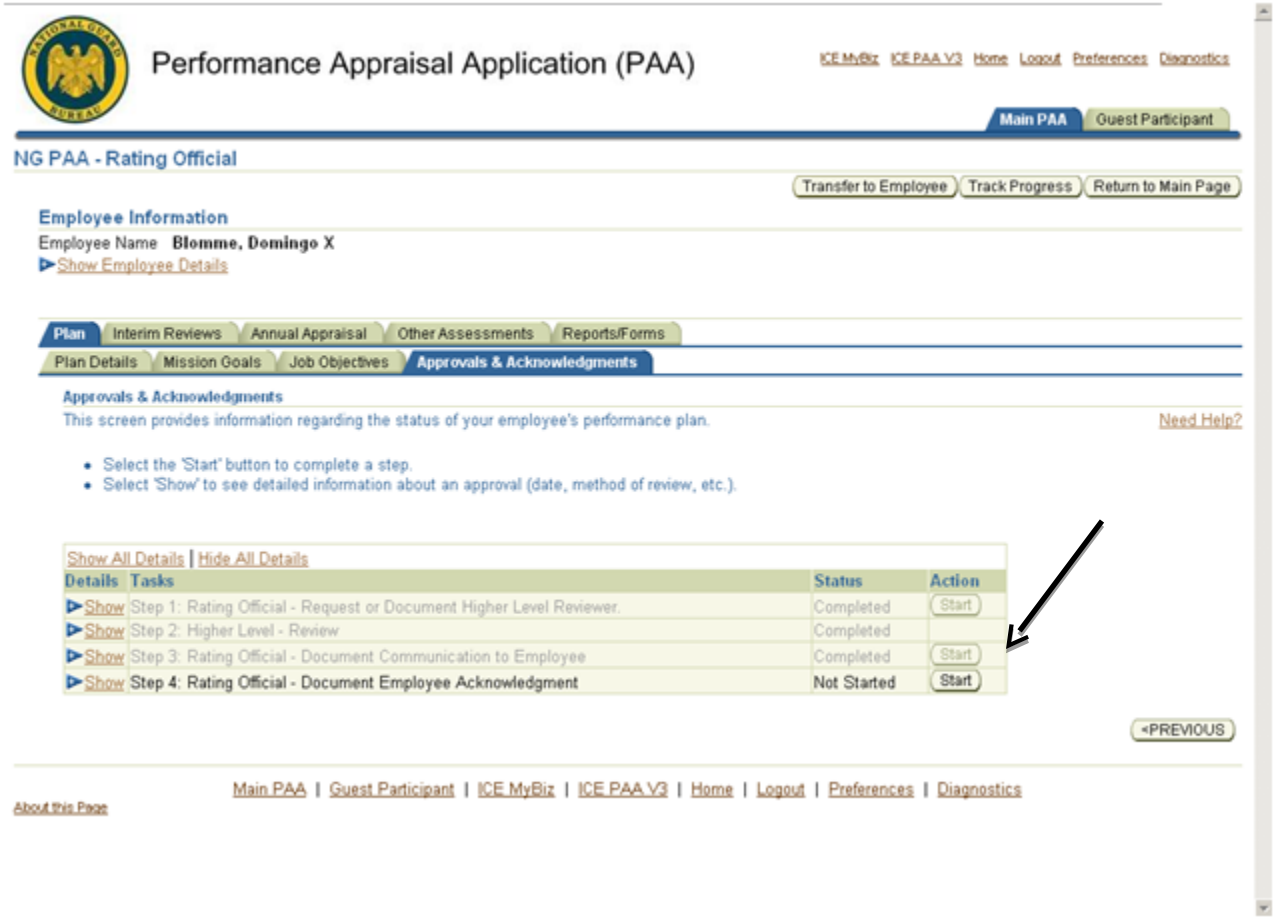
At this point the Rating Official can document communication to the employee and the acknowledgment, or transfer the plan to the employee to acknowledge.

Approving a Performance Plan – Rating Official

Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
Confirmation
Are you sure you want to go to Step 4?
Do you want to continue?
No
Yes
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

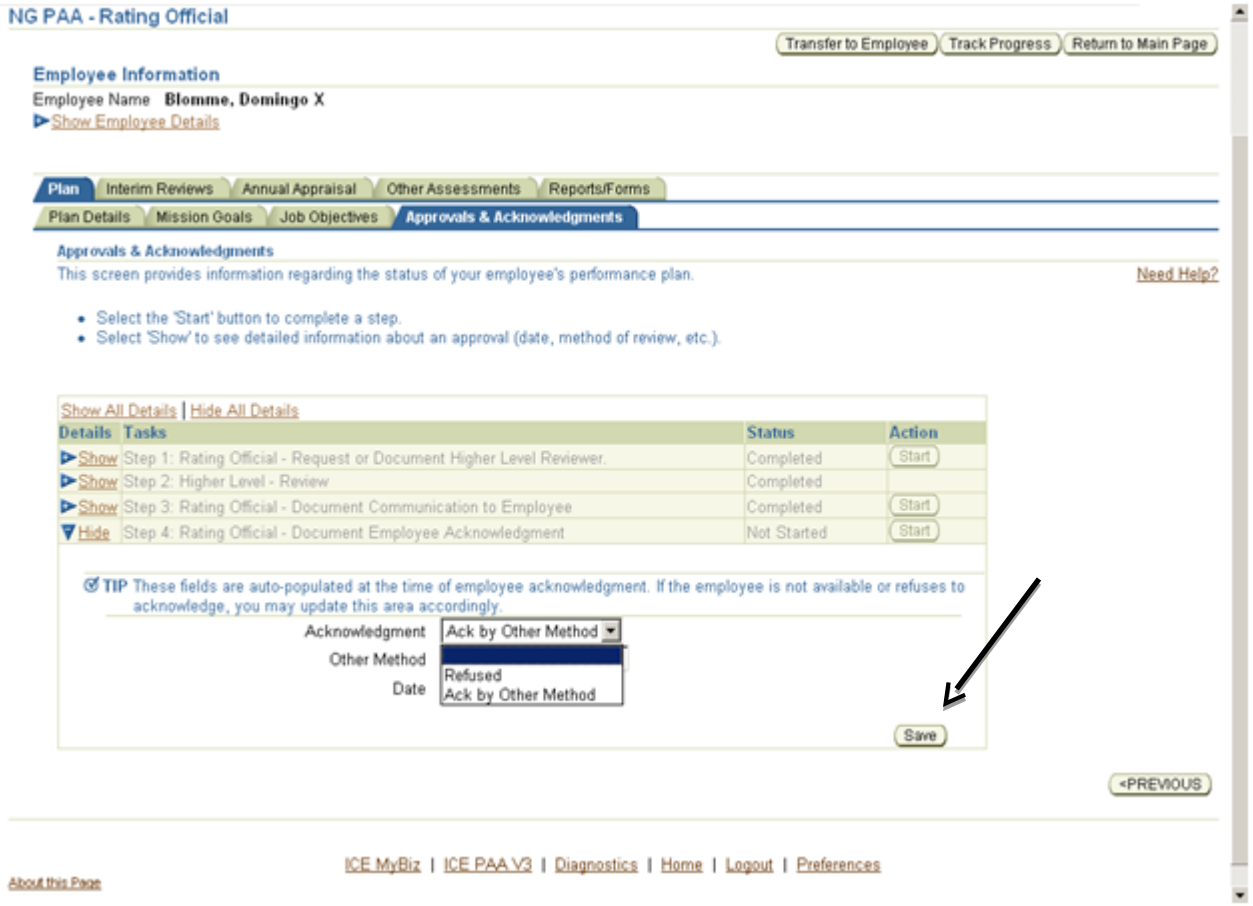
Select the Yes button to continue to step 4.

Approving a Performance Plan – Rating Official


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Home Logout Preferences Diagnostics
Main PAA Guest Participant
NG PAA - Rating Official
Transfer to Employee Track Progress Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms
Plan Details Mission Goals Job Objectives Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Need Help?
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details Tasks Status Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed Start
Show Step 2: Higher Level - Review Completed
Show Step 3: Rating Official - Document Communication to Employee Completed Start
Show Step 4: Rating Official - Document Employee Acknowledgment Not Started Start
<PREVIOUS
Main PAA | Guest Participant | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Diagnostics
About this Page

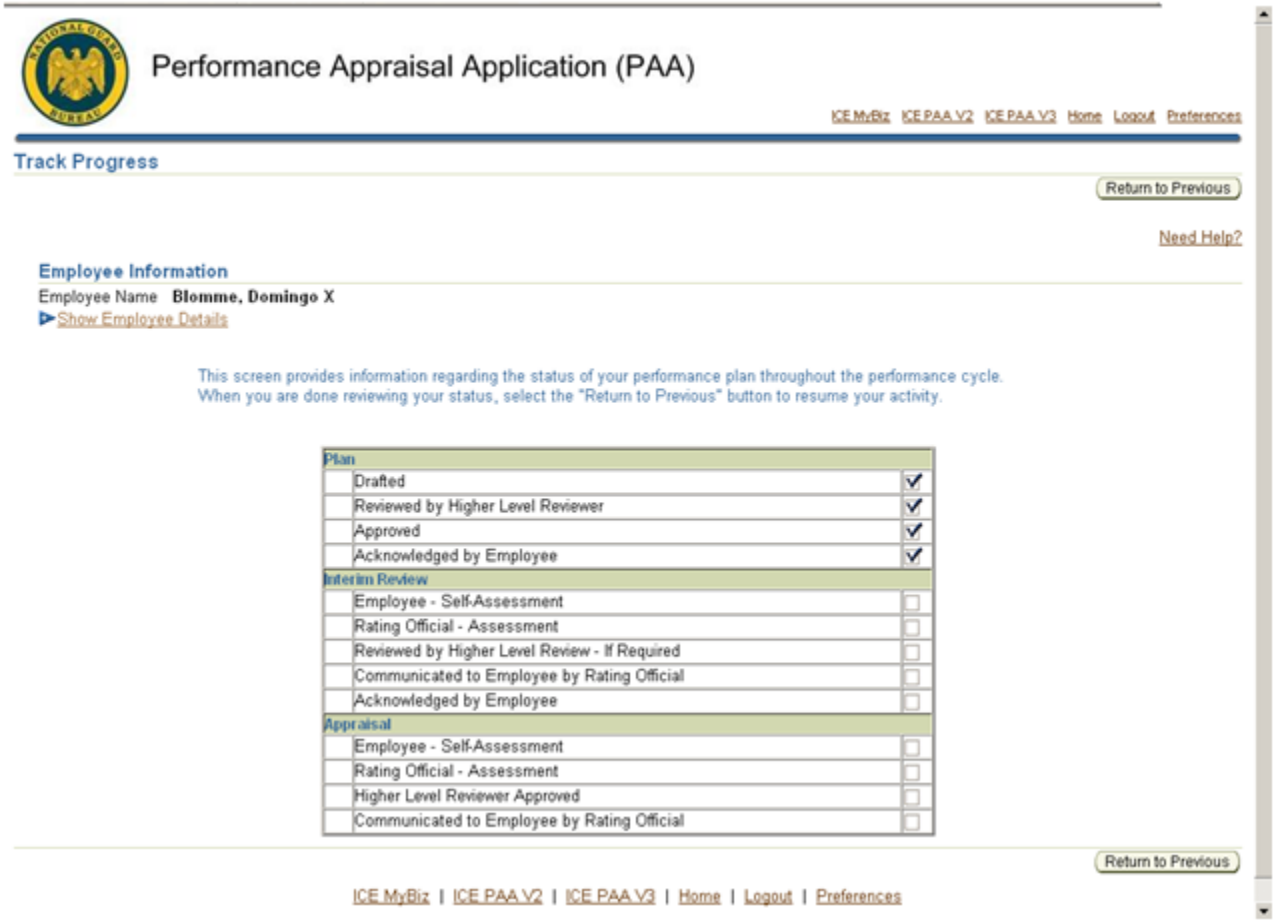
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.

Approving a Performance Plan – Rating Official


NG PAA - Rating Official
Transfer to Employee
Track Progress
Return to Main Page
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
Plan
Interim Reviews
Annual Appraisal
Other Assessments
Reports/Forms
Plan Details
Mission Goals
Job Objectives
Approvals & Acknowledgments
Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.
Need Help?
Select the 'Start' button to complete a step.
Select 'Show' to see detailed information about an approval (date, method of review, etc.).
Show All Details | Hide All Details
Details
Tasks
Status
Action
Show Step 1: Rating Official - Request or Document Higher Level Reviewer. Completed Start
Show Step 2: Higher Level - Review Completed
Show Step 3: Rating Official - Document Communication to Employee Completed Start
Hide Step 4: Rating Official - Document Employee Acknowledgment Not Started Start
TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.
Acknowledgment
Ack by Other Method
Other Method
Refused
Ack by Other Method
Date
Save
<PREVIOUS
About this Page
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences

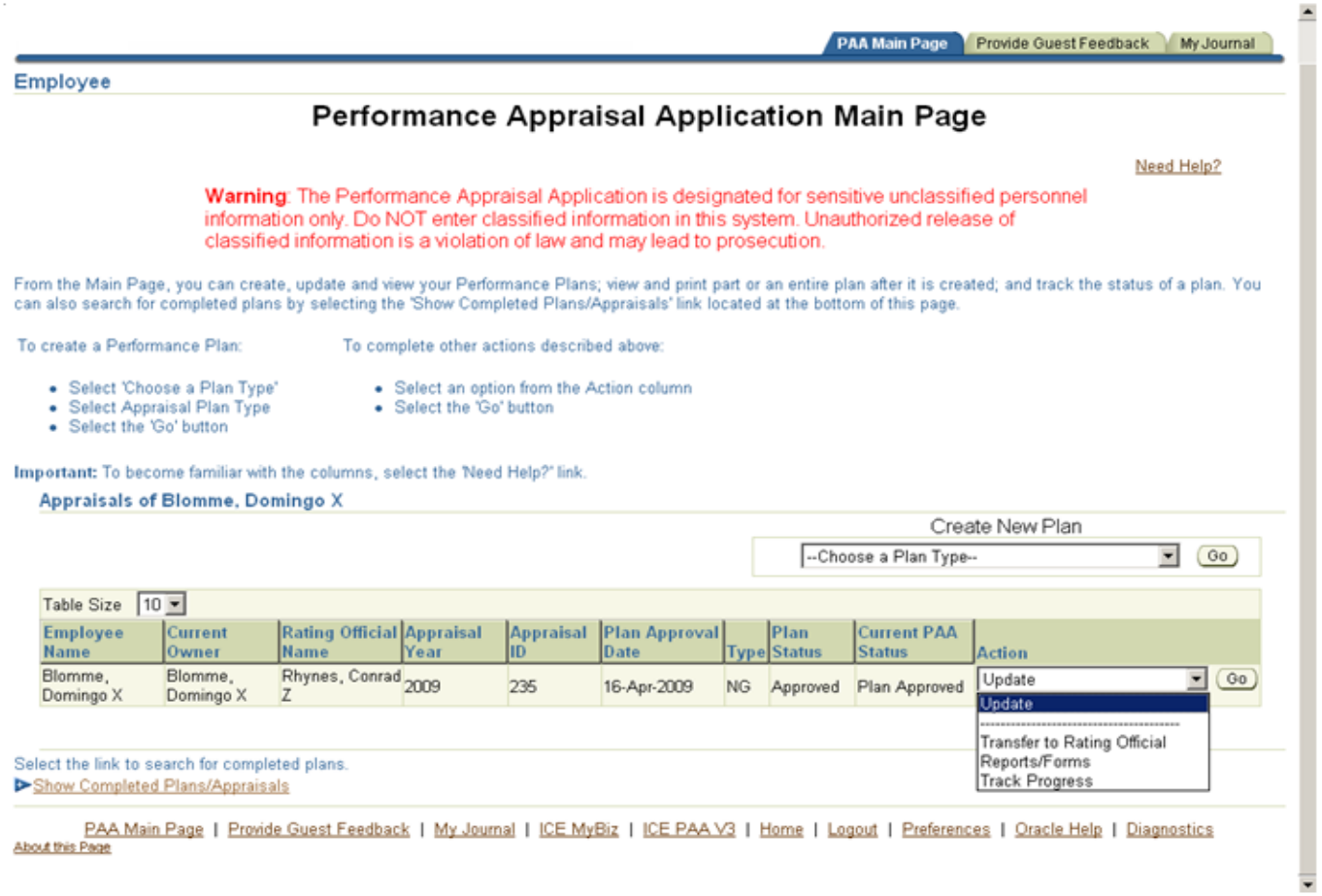
At this point the Rating Official is documenting the acknowledgment of the plan. Select the Save button then transfer the plan to the employee.

Track Progress


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences
Track Progress
Return to Previous
Need Help?
Employee Information
Employee Name Blomme, Domingo X
Show Employee Details
This screen provides information regarding the status of your performance plan throughout the performance cycle.
When you are done reviewing your status, select the "Return to Previous" button to resume your activity.
Plan
Drafted
Reviewed by Higher Level Reviewer
Approved
Acknowledged by Employee
Interim Review
Employee - Self-Assessment
Rating Official - Assessment
Reviewed by Higher Level Review - If Required
Communicated to Employee by Rating Official
Acknowledged by Employee
Appraisal
Employee - Self-Assessment
Rating Official - Assessment
Higher Level Reviewer Approved
Communicated to Employee by Rating Official
Return to Previous
ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

This page displays the status of the Performance Plan throughout the cycle.

Reports and Forms


PAA Main Page
Provide Guest Feedback
My Journal
Employee
Performance Appraisal Application Main Page
Need Help?
Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
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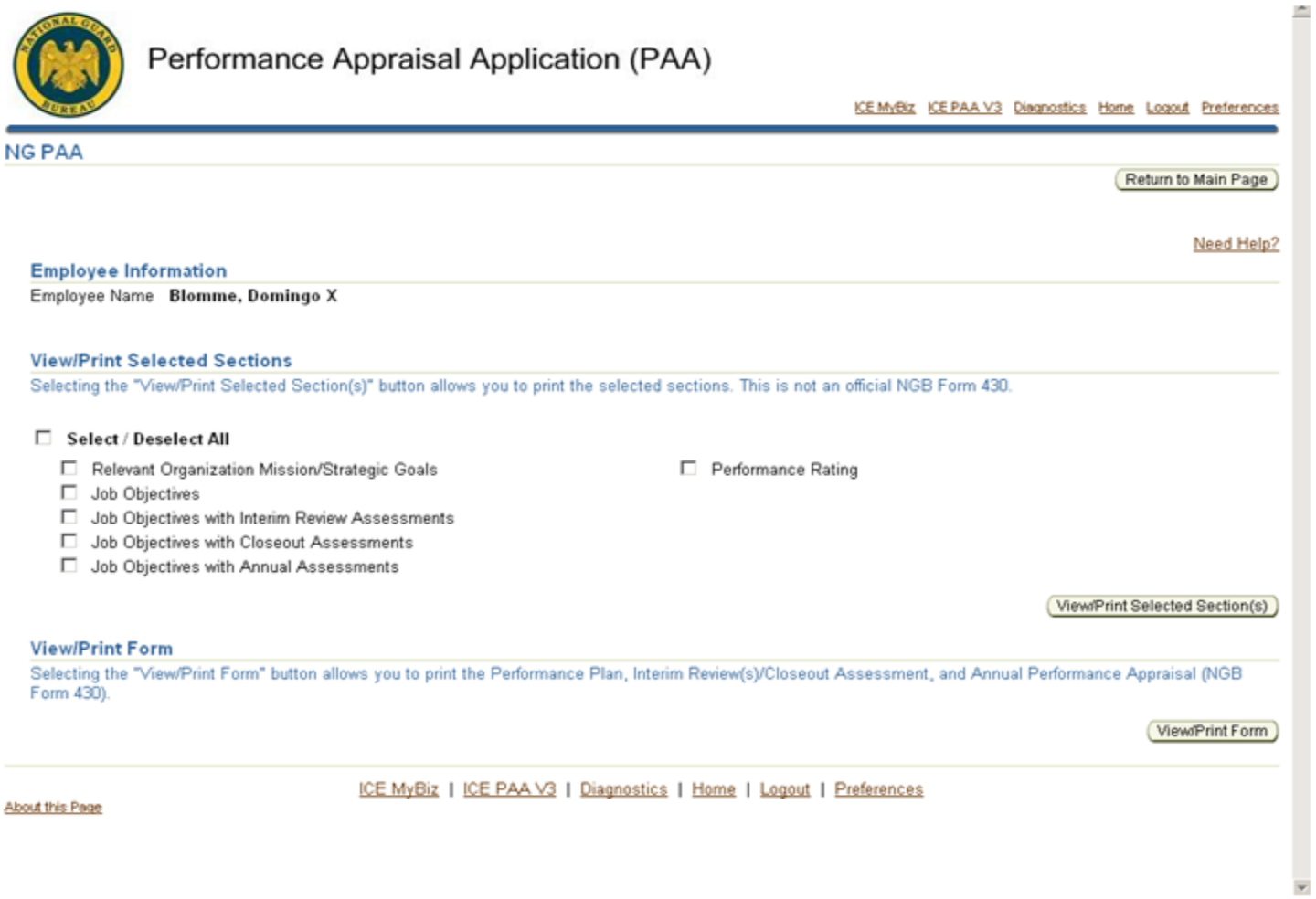
To create a Performance Plan:
Select 'Choose a Plan Type'
Select Appraisal Plan Type
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Appraisals of Blomme, Domingo X
Create New Plan
--Choose a Plan Type--
Go
Table Size 10
Employee Name
Current Owner
Rating Official Name
Appraisal Year
Appraisal ID
Plan Approval Date
Type
Plan Status
Current PAA Status
Action
Blomme, Domingo X
Blomme, Domingo X
Rhynes, Conrad Z
2009
235
16-Apr-2009
NG
Approved
Plan Approved
Update
Go
Update
Transfer to Rating Official
Reports/Forms
Track Progress
Select the link to search for completed plans.
Show Completed Plans/Appraisals
PAA Main Page | Provide Guest Feedback | My Journal | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help | Diagnostics
About this Page

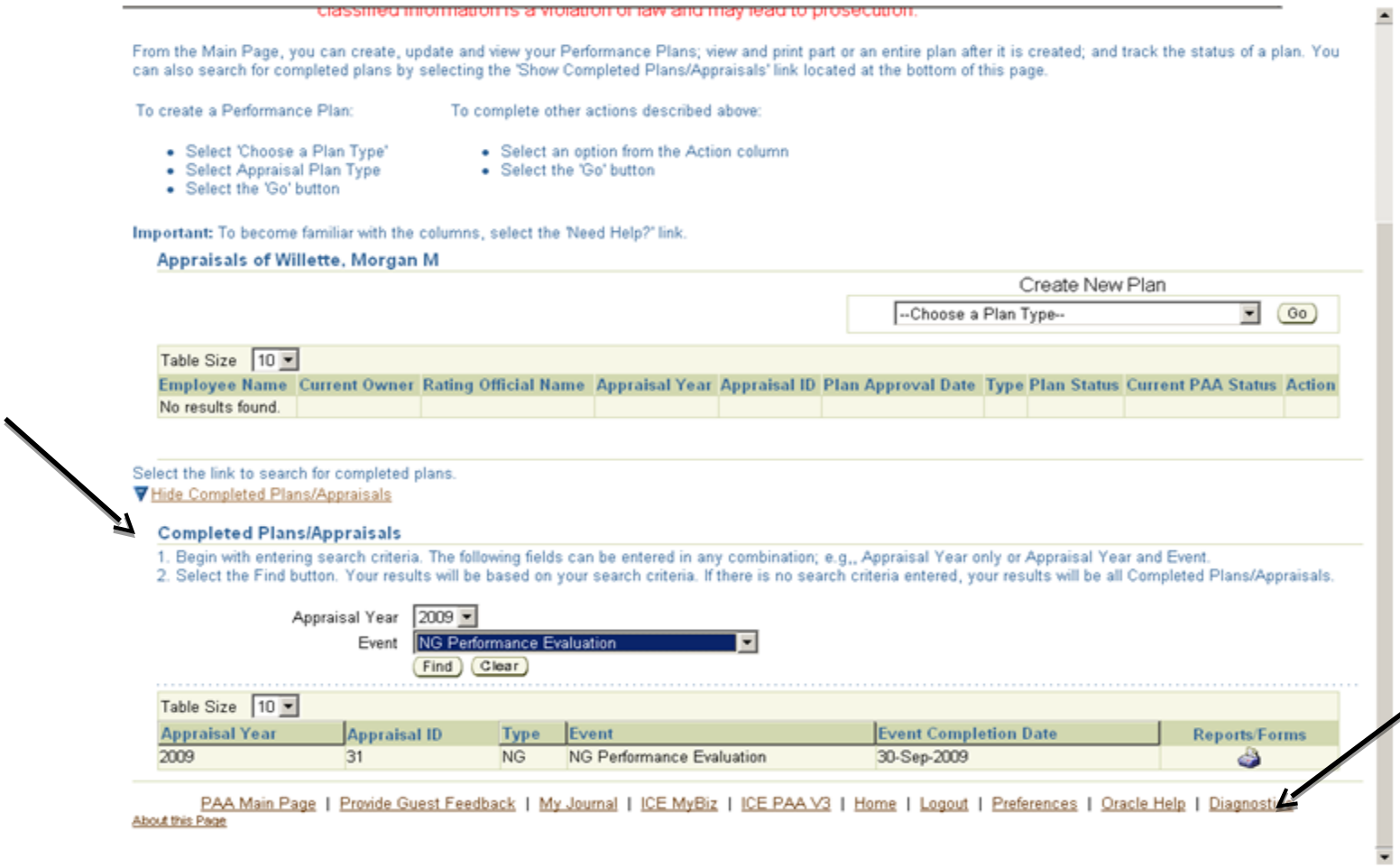
From this Main Page the employee, Rating Official, or Higher Level Reviewer can select the Reports/Forms option to begin viewing or printing selectable reports and forms.

Reports and Forms


Performance Appraisal Application (PAA)
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preferences
NG PAA
Return to Main Page
Need Help?
Employee Information
Employee Name Blomme, Domingo X
View/Print Selected Sections
Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections. This is not an official NGB Form 430.
Select / Deselect All
Relevant Organization Mission/Strategic Goals
Job Objectives
Job Objectives with Interim Review Assessments
Job Objectives with Closeout Assessments
Job Objectives with Annual Assessments
Performance Rating
View/Print Selected Section(s)
View/Print Form
Selecting the "View/Print Form" button allows you to print the Performance Plan, Interim Review(s)/Closeout Assessment, and Annual Performance Appraisal (NGB Form 430).
View/Print Form
ICE MyBiz | ICE PAA V3 | Diagnostics | Home | Logout | Preferences
About this Page

These are the different areas of the form available to print. Until the Annual Appraisal is complete the Form 430 will be a working copy.

Reports and Forms


From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.
To create a Performance Plan:
Select 'Choose a Plan Type'
Select Appraisal Plan Type
Select the 'Go' button
To complete other actions described above:
Select an option from the Action column
Select the 'Go' button
Important: To become familiar with the columns, select the 'Need Help?' link.
Appraisals of Willette, Morgan M
Create New Plan
--Choose a Plan Type--
Go
Table Size 10
Employee Name
Current Owner
Rating Official Name
Appraisal Year
Appraisal ID
Plan Approval Date
Type
Plan Status
Current PAA Status
Action
No results found.
Select the link to search for completed plans.
Hide Completed Plans/Appraisals
Completed Plans/Appraisals
1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.
Appraisal Year 2009
Event NG Performance Evaluation
Find
Clear
Table Size 10
Appraisal Year
Appraisal ID
Type
Event
Event Completion Date
Reports/Forms
2009
31
NG
NG Performance Evaluation
30-Sep-2009
PAA Main Page | Provide Guest Feedback | My Journal | ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences | Oracle Help | Diagnostic
About this Page

In order to view or print completed appraisals, select Show Completed Plans and Appraisals from the Main Page. From this area you can search by Appraisal Year and print by selecting the printer icon.

Frequently Asked Questions

- **What is my user-ID/password?**
  - The default is your **SSN *with hyphens*** – you should only need this on your initial login until you register your CAC.

- **Why can't I see a see a My Workplace link?**
  - Do you supervise technicians? If yes, contact HRO to make sure your organization's hierarchy is correct. If no, you will not have a My Workplace account.

- **Why can't I see *all* of my employees?**
  - *Only technicians and AGR's who supervise technicians* will show up in My Workplace. If you have technician employees that aren't visible, contact HRO for steps on updating your organization's hierarchy.

- **Why can't I update the performance plan?**
  - Look and see who has ownership of the plan, if the employee or HLR has ownership, the supervisor cannot make changes until the plan is transferred to them.

Frequently Asked Questions

Can I copy a performance plan from the previous year?

- Yes. Select this option when creating the plan, there is an option to copy from a previous year.

Can I do "Mass Actions/Approvals" for my employees?

- Yes. For example, if you are a Higher Lever Reviewer, and want to approve several plans at once, there is a tab to click on to approve all the plans in your possession. Just go to the tab to see all the actions that can be done in mass.

I had my Rating Official/Higher Lever Reviewer changed in the My Workplace Hierarchy, but it didn't change on the performance plan, what's up?

- Once a plan is established, the Rating Official (RO) and Higher Level Reviewer(HLR) remain the same regardless of any change made in the My Workplace Hierarchy. If the RO and the HLR are to be changed after a plan is established, they must be physically changed on the plan itself.

QUESTIONS?